

NSW Addressing User Manual

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Foreword

Land and Property Information (LPI) and the Geographical Names Board (GNB) experience first-hand the issues encountered by government services and the community when having to deal with ambiguous address information.

The rise of electronic communication methods which rely on cartographic data, has seen an exponential increase in demands from a wide variety of sectors who need not only relevant, but accurate and timely addressing information for navigation, emergency response, service delivery and statistical analysis. While technology prefers structured data, people need more comprehensible, socially accepted and readily communicated, traditional address information comprising a number, road name (and type) and locality (and depending on the communication distance - sometimes also a State or Country). To optimise the user-friendly nature of addresses, the basic principle is clear: they shall be simple, singular (i.e. not-duplicated), intuitively understood and relevant to place.

The Australia New Zealand Land Information Council's (ANZLIC) vision for the Australian and New Zealand Foundation Spatial Data Framework (FSDF) is that foundation spatial data will become ubiquitous in all sectors of both the Australian and New Zealand economies. In acknowledgement of this, addresses have been nominated as one of the foundation spatial datasets for the region.

The benefits of providing greater access to address data include more consistent policy development and decision making, better targeted citizen centric services and numerous other untapped economic, social and environmental benefits. For all of this to occur, the data from NSW which comprises the foundation spatial datasets will be required to have a high level of accessibility, reliability, relevance and timeliness for all users.

With this in mind in NSW the Comprehensive Property Addressing System (CPAS) program has been established to:

- make sure an address is applied that is unambiguous and locatable and will not require change in the future;
- provide a single source of address information for NSW;
- streamline processes through reform of the administrative and regulatory frameworks; and,
- define clear roles, responsibilities and mechanisms for production, aggregation, publication and usage of address information.

Developed through the CPAS program, the NSW Address Policy, along with this Addressing User Manual, is intended to apply to all address data produced in NSW from November 2014. I look forward to the improvement in data production, exchange, quality and timeliness resulting from this and other CPAS program initiatives into the future.

Des Mooney

Surveyor General

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Document Control

Approval

Name and Position	Signature	Date
Des Mooney, Chair of the GNB, General Manager LPI		March 2015

Version	Status	Date	Prepared by	Comments
1	Final	October 2014	CPAS	First release
2	Final	February 2015	CPAS	Second Release
3	Final	April 2015	CPAS	Third Release

Review

This document is to be reviewed annually or as required. Where minor changes are required the NSW Addressing Committee must ensure the version number is updated. However, where changes in legislation or operating environment result in substantive rewriting of the document, the sponsor must create a new document and ensure it is entered into TRIM. This will ensure the integrity of the original document.

Glossary of Terms

Address	<p>For the purposes of developing and maintaining a comprehensive NSW Address Database an address is defined as a:</p> <ul style="list-style-type: none"> • string of data which contains minimum components as defined in AUM Chapter 4 - Section 4.5 - Core Address Components • a location referencing tool that describes a geographical point accessed via the road network of NSW (including pathways and waterways). <p>Refer to AUM Chapter 2 - Section 2.5.4 - Address Database.</p>
Alias Address	<p>Assigned to any address which contains attributes which are known to the NSW Addressing Committee to be erroneous and an authoritative or non-authoritative address must exist.</p> <p>Refer to AUM Chapter 4 - Section 4.1 - Address Grading.</p>
Alternative Address	Where a primary site has more than one access point, it may be assigned one or more alternative addresses.
ANZLIC	Australia New Zealand Land Information Council develops agreed policies and guidelines for both Australia and New Zealand aimed at achieving best practice in spatial data management.
Approve	Final authorisation of an address component. This includes verification of the number and geocode conformance to requirements of the Addressing User Manual (AUM). This also includes verification of the road name/type and locality name/boundary conformance for gazettal purposes.
AS/NZS 4819	<i>AS/NZS 4819:2011 Rural and Urban Addressing</i> defines specific aspects of address production.
AUM	Refer to <i>Addressing User Manual</i>
Authoritative Address	<p>These types of addresses can be considered 'official' or 'gazetted' and can be assessed by users to be the best defined location reference for gaining access to a site from the NSW road network.</p> <p>Refer to AUM Chapter 4 - Section 4.1 - Address Grading.</p>
AVWS	Address Verification Web Service
CGNA	Committee for Geographic Names Australasia
Cluster Boxes	A grouping of mail boxes usually located at the entrance of a gated community or at an entrance point to a rural road.
Complex Site	Generally large sites comprising of multiple owners, tenants or access points and which contains multiple sub addresses e.g. university, retirement village, shopping centre.
Core Address Component	<p>An essential component of an address, including house number, street name, road type and locality, and a reference to the physical location of the address (XY coordinate or other).</p> <p>Refer to AUM Chapter 4 - Section 4.5 - Core Address Components.</p>
Core Address String	A Core Address String consists of Core Address Components arranged in appropriate order and will be maintained by LPI for each address in NSW in conformance with requirements of AS/NZS 4819 and AS 4590.
Council	NSW Local Council, Municipal Council, City Council, Shire Council or Local Government
CPAS	Comprehensive Property Addressing System

Custodian	The organisation that maintains the official address database for a defined physical extent, e.g., Councils for the extent of each Local Government Area (LGA), LPI for NSW Address Database and PSMA for Australian Address Database.
Endorse	Agreement to proceed to the next level of authorisation for an address component.
e-Plan	An electronic plan lodgment and validation system developed by LPI.
FP	Field Plan
FSDF	Foundation Spatial Data Framework
Fuzzy Boundaries	A GIS term for administrative or other bounding areas which are not able to be clearly defined.
Gazetting/Gazetted	Gazetteer - Gazetteers are collections of names or identifiers which are compiled, maintained and published under the jurisdiction of a government authority.
G-NAF	<i>Geocoded National Address File</i> - produced by PSMA
GNB/The Board	Geographical Names Board of New South Wales
GPN	Gazetteer of Place Names Refer to AUM Chapter 4 - Section 4.2.3 – Gazetteer of Place Names.
Greenfield Development Site	An area of agricultural or forest land, or some other undeveloped site earmarked for commercial development or industrial projects.
GRN	Gazetteer of Road Names Refer to AUM Chapter 4 - Section 4.2.1 – Gazetteer of Road Names.
LIIAC	The Location Intelligence Industry Advisory Committee
LLG	Location Leadership Group
Locality	A locality is a named geographical area with defined boundaries which represents a community or area of interest and may be rural or urban in character (where urban it is usually defined as a suburb).
LPCU	Location and Policy Coordination Unit of LPI
LPI	Land and Property Information NSW
Mesh Blocks	Mesh Blocks are the building blocks for all the larger regions of the Australian Statistical Geography Standard and they broadly identify land use such as residential, commercial, agricultural and parks etc.
NAWG	NSW Addressing Working Group
NAMF	National Address Management Framework
Neighbourhood	A named geographical area which has unofficial or fuzzy boundaries and cannot be used for addressing purposes.
NES	Notification and Edit Service
Non-Authoritative Address	These types of addresses can be considered 'unofficial' or 'ungazetted' and can be assessed by users to be an approximated location reference for gaining access to a site from the NSW road network. These addresses are usually good descriptions of a location but they lack the authoritativeness of a gazetted road name or locality name to define them as approved by their Local Government and/or endorsed by the GNB. Refer to AUM Chapter 4 - Section 4.1 - Address Grading.
NSW Address Database	The official database repository for addresses in NSW maintained by LPI.

NSW Addressing Committee	The NSW Addressing Committee, a sub-committee established by the GNB will provide recommendations to the GNB on address-related queries and activities. The committee, on behalf of the GNB, will engage with stakeholders and promote and maintain addressing processes, systems and the Addressing User Manual.
Penalty Unit	As at 1 July 2014, under the provisions of s17 of the <i>Crimes (Sentencing Procedure) Act (1999)</i> , one Penalty Unit is equivalent to \$110.
Persistent Address ID	A code which identifies an address instance. At present the reference code is to be the G-NAF ID, based on provisions of the <i>NSW Government Standard for Geospatially Enabling Information</i> ¹ . <i>Note: Analysis of requirements to support the functionality of the NSW Address Database will determine any future requirements for a NSW-specific code to identify address data maintained by LPI, as custodians of the NSW Address Database.</i>
Point of Interest (POI)	Points of Interest provide the identification and location of a feature, service or activity that people may want to know about or visit.
Primary Address	An address site that is not contained within another address site (as per definition in AS/NZS4819)
PSMA	Public Sector Mapping Agency
The Regulations	<i>Roads Regulation (2008)</i>
RMS	Roads and Maritime Services
Roads Act	<i>Roads Act 1993</i>
ROW	Right of Way
Single Source of Truth	In the context of the custodian of the NSW Address Database, LPI aggregate and apply quality assurance mechanisms to address data from data producers in NSW and provision this as a single source of truth.
Suburb	<i>Refer Locality</i>
The Secretariat	The Secretariat of the Geographical Names Board
Site (Address)	Refers to the object being assigned an address. Can be a property, building, feature, point of interest etc.
Site Centroid	Point of centre of a site and lying within its boundaries (e.g. for L-shaped site). This is the default geocode for the NSW Address Database as described in AUM Chapter 4 - Section 4.7 - Geocode Types.
Sub Address	An address site that is contained within a primary address site (e.g. an apartment within a building) (definition from AS/NZS 4819)
VAR	A value-added reseller is a company that adds features or services to an existing product, then resells it (usually to end-users) as an integrated product or complete solution.

¹Produced by the NSW Location Leadership Group, the *NSW Standard for Spatially Enabling Information* can be located at <http://finance.nsw.gov.au/ict/sites/default/files/NSW%20Standard%20for%20Spatially%20Enabling%20Information%20LLG%20Dec%202013.pdf>

Chapter 1

Introduction

1 Introduction

This manual is the first step in developing the framework for implementing the vision of a site-based addressing system for New South Wales (NSW).

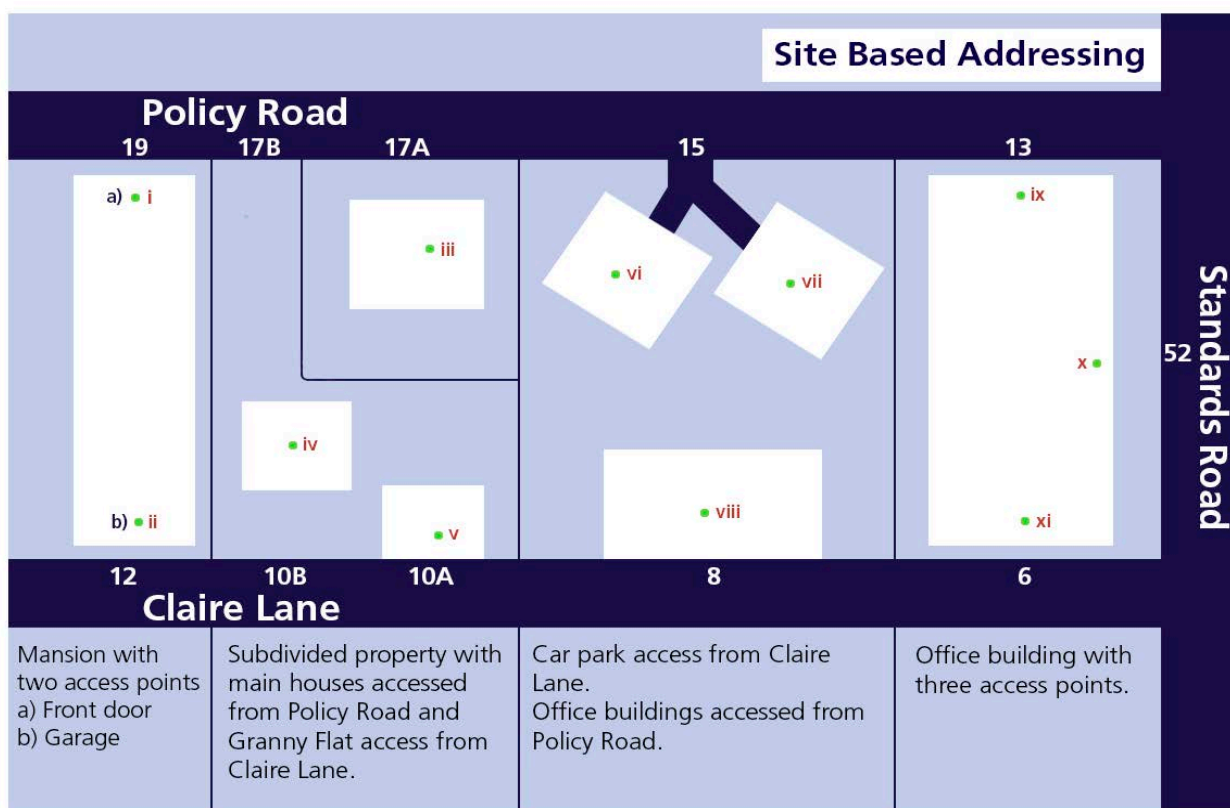
1.1 Addressing Vision

The NSW Addressing User Manual (AUM) outlines the Geographical Names Board (GNB) policy, principles, processes and procedures for addressing in New South Wales.

The vision is to implement the 2011 revised *AS/NZS 4819: Rural and Urban Addressing* standard for Australia in NSW and apply this to all forms of addressing in the state. The intention is to take the state from a focus of applying addresses solely to properties for rating and valuation purposes, towards an addressing system which caters for sites including properties, buildings, individual units or businesses and features or Points of Interest (PoI).

Property-based addressing has typically focused on assigning an address to the centroid of a Lot. Site-based addressing assigns an address to the location of the site identified. For example, a house, car park or building will be assigned an address based on primary and alternative access for visitors (refer to AUM - Chapter 6 - Principle 6.1.1).

Figure 1.1



- i** 19 Policy Road (Primary)
- ii** 12 Claire Lane (Alternative)
- iii** 17A Policy Road (Primary)
- iv** 17B Policy Road (Primary) 10B Claire Lane (Alternative)
- v** 10A Claire Lane (Primary)
- vi** 2/15 Policy Road (Primary)
- vii** 1/15 Policy Road (Primary)
- viii** 8 Claire Lane (Alternative)
- ix** 13 Policy Road (Alternative)
- x** 52 Standards Road (Primary)
- xi** 6 Claire Lane (Alternative)

The AUM provides for the production, aggregation, publication and usage of address data within the NSW Address Database. The aim is to lay the foundations for creation of quality addresses which are captured as early as possible, clearly understood by the community (i.e. there is no reliance on alias address to identify a location) and maintained via standardised data capturing and quality assurance processes. The intention is to provide a mechanism by which repeated use of alias addresses in the NSW Address Database are flagged for future corrective activities. This would identify why aliases are being used and propose how they could be changed or recognised as authoritative addresses.

This manual repeals all existing GNB policies and guidelines in respect to addressing in NSW. The policy contained in Chapter 2 does not apply retrospectively. Arrangements that predate this policy are not necessarily subject to its terms.

1.2 Objectives

The GNB is responsible for maintaining the state gazetteer for place names and road names, and therefore uniquely positioned to provide support for the production, aggregation, publication and usage of standardised address data across NSW. The contents of this manual are aligned with AS/NZS 4819 and replace or supplement the documents as listed in AUM Chapter 1 - Section 1.6 - Related Policies and Documents.

As per the New South Wales Address Working Group (NAWG) vision, this AUM was developed with the support of the Comprehensive Property Address System (CPAS) program to outline principles, procedures and processes which can be implemented to standardise the production, aggregation, publication and usage of address data in an open and timely manner.

NAWG proposed the following set of principles for addressing in NSW.

1. All address sites will have a logical, unique, authoritative, geocoded, property address.
2. All new addresses will comply with the Australian/ New Zealand Geographic Information – *AS/NZS 4819:2011 Rural and Urban Addressing*.
3. There will be an official repository for NSW property addresses which will be deemed the 'source of truth' for all Government agencies.
4. Processes to formalise address components will minimise duplicated effort, ensure rapid approval and feed the official repository for NSW property addresses.
5. An efficient governance framework will allow for mediation and directions to resolve risks and issues.
6. It is expected that government agencies will use authoritative property addresses.
7. Alias and / or vanity addresses will be collected and related to authoritative addresses.
8. Communication mechanisms will be put in place to promote the use of authoritative property addresses.
9. Where changes to longstanding address components are required to minimise confusion, strategies will be developed to reduce disruption and distress for the affected local community.
10. All components of an address shall be correctly and appropriately sign posted or marked.
11. The powers relating to the creation and change of address components should remain with the currently nominated level of government.
12. Instantaneous services will be available for address users to validate and download authoritative property addresses and related alias data.

The manual and its incorporated policy, principles, procedures and processes meets the NAWG vision principles for management of NSW address data.

1.3 Background

The CPAS program is designing, developing and implementing a comprehensive system of addressing to enable the efficient production, aggregation, publication and usage of this information in a consistent manner in NSW. The current system gives rise to a number of costs and risks for the NSW community and Government, including:

- non-compliance with existing standards (e.g. Australian Standards and National Address Management Framework)
- lost revenue
- compromises service delivery and negatively impacts on customer relationships
- duplication of services and effort
- potential death and serious injury due to difficulty and delays in locating addresses for emergency services.

These result from deficiencies in the NSW addressing system, which can be summarised into three key areas:

1. Legislation: need to legislate the functions and roles for the production, aggregation, publication and usage of address data
2. Addressing Systems: need to ensure addressing systems are integrated to enable aggregation, verification and distribution of address data in a timely manner - from the point of production to the point of usage - and can be managed and can be audited.
3. Address Data: need to enable improved address data management including collection of all address types and application of quality assurance regimes.

The implementation of the CPAS Program is expected to improve the NSW addressing system and minimise these costs and risks. The CPAS Program will also ensure that addressing in NSW is consistent with the Australian Standards. The CPAS Program is consistent with and supports a number of State Government (including Land and Property Information (LPI)) and New South Wales Address Working Group (NAWG) priorities by improving service delivery and increasing efficiency in responding to community needs.

The CPAS program is being delivered through various projects, including the Address Verification Web Service, the Notification and Edit Service for the Rural Fire Service, online applications and the NSW Address Database. This manual is part of the CPAS policy project and its objective is to ensure that from November 2014 addressing procedures across the state are standardised and unambiguous.

1.4 Scope

The contents of the AUM apply to the production, aggregation, publication and usage of all new addresses (and components) in NSW including:

- road names (private and public)
- assignment of address numbers
- development and subdivision address processes
- complex site addressing (caravan parks, retirement villages, Educational facilities etc.)
- creation of new or amended locality boundaries.

The policy, principles, procedures and processes contained herein are in place to meet the objectives of the NSW 2021 plan and to compliment the work being undertaken at a national and international level through the NSW Location Leadership Group (LLG), Location Intelligence Industry Advisory Committee (LIIAC), NAWG, ANZLIC and the Committee for Geographical Names Australasia (CGNA).

Some of the key objectives of NSW 2021 to which this manual responds include:

- improve the performance of the NSW economy (Goal 1)
- restore confidence and integrity in the planning system (Goal 29)
- improve government transparency by increasing access to government information (Goal 31)
- involve the community in decision making on government policy, services and projects (Goal 32).

The scope of the contents for this manual have been defined through consultation with LPI, the GNB and NAWG through various iterations which have taken into account:

- GNB Strategic Plan and Action Items
- current legislative framework for addressing in NSW
- status of CPAS systems developments which will enable capture of address data
- state and national policies for addressing
- requirements for a best-practice addressing standard for application across the state
- NAWG Vision.

1.5 Contents

The NSW Addressing User Manual contains a set of chapters which define different elements of address data production, aggregation, maintenance, distribution and usage. Each chapter has been designed to cross-reference and draw upon the information contained throughout the manual, to ensure consistency and a standardised approach to address data management in NSW. For example, the processes explicitly cross-reference various principles and procedures which apply during various tasks of producing address data. The contents of the manual include:

Chapter 2	NSW Address Policy	A set of information regarding the objectives, scope, legislation, governance, metadata and components, verification and usage of NSW address data.
Chapter 3	Address Data Governance and Custodianship	A description of the functions and roles expected to be performed by address data producers, aggregators, distributors and users.
Chapter 4	NSW Address Database, Metadata and Components	Details the metadata and component requirements for the NSW Address Database and Core Address Strings.
Chapter 5	Address Data Verification and Usage	Provides information regarding provision of an address verification service and requirements for address data users.
Chapter 6	Addressing Principles	A set of principles which explain how to assign numbers to address sites, determine road names, delineate locality boundaries and define geocodes.
Chapter 7	Addressing Procedures	Explains the various requirements of submitting proposals, stakeholder engagement, issuing of gazette notices and how to reserve road names.
Chapter 8	Addressing Processes	A series of processes for producing address data and informing the NSW Addressing Committee (refer to AUM Chapter 2 - Section 2.4.1 - NSW Addressing Committee) of new, changed or deprecated data to ensure the NSW Address Database remains current, consistent and complete.

1.6 Related policies and documents

The NSW Address Policy and the NSW Addressing User Manual replaces the following the documents previously issued by the GNB.

Issuer	Reference	Document Name
Geographical Names Board of NSW	18 March 2013	Guidelines for the Naming of Roads (2013)
Geographical Names Board of NSW	18 March 2013	The Naming and Addressing of Private Roads and Roads in Community Subdivisions (2013)
Geographical Names Board of NSW	18 March 2013	Road Naming in NSW (2013).
Geographical Names Board of NSW	18 March 2013	Determining Suburbs and Localities in NSW (2013)
Geographical Names Board of NSW	18 March 2013	Rural Addressing for NSW (2013)

The NSW Address Policy and the NSW Addressing User Manual is a supplement to the following documents.

Issuer	Reference	Document Name
Geographical Names Board of NSW	18 March 2013	Glossary of designation values in the Geographic Names Register
Geographical Names Board of NSW	18 March 2013	Glossary of status values in the Geographic Names Register

The NSW Address Policy and the NSW Addressing User Manual is related to the following documents.

Issuer	Reference	Document Name
Geographical Names Board of NSW	October 2014	NSW Address Policy
Geographical Names Board of NSW	October 2013	NSW Road Naming Policy
Geographical Names Board of NSW	October 2013	NSW Road Naming Procedure and Processes
Land and Property Information	Draft	Proposed NSW Address Policy in Respect of Address Management and Use
NSW Government	December 2013	NSW Government Standard for Spatially Enabling Information
NSW Addressing Working Group	November 2010	The NSW Address Vision
NSW Addressing Working Group	November 2010	The NSW Addressing Working Group's Gap Analysis and Recommendations
NSW Addressing Working Group	December 2010	Addressing Workshop Final Report

Chapter 2

New South Wales Address Policy

2 New South Wales Address Policy

This chapter contains the NSW Address Policy and supplements the following chapters of the Addressing User Manual. The policy and manual are first steps in the implementation of a site-based addressing system for New South Wales.

2.1 Policy Statement

This document outlines policies which should be implemented to standardise the production, aggregation, publication and usage of address data across New South Wales (NSW) in an open and timely manner.

2.1.1 Objectives

The Geographical Names Board (GNB) of NSW is responsible for maintaining the state gazetteer for place names and road names, and therefore uniquely positioned to provide support for the production, aggregation, publication and usage of standardised address data across NSW.

This document is aligned with AS/NZS 4819 and replaces the documents listed in AUM Chapter 1 - Section 1.6 - Related Policies and Documents as previously issued by the GNB.

As per the New South Wales Address Working Group (NAWG) vision, this policy was developed with the support of the NSW Comprehensive Property Addressing System (CPAS) program to outline principles, procedures and processes which can be implemented to standardise the production, aggregation, publication and usage of address data in an open and timely manner.

2.1.2 Scope

This policy applies to the production, aggregation, publication and usage of all new addresses (and components) in NSW, including:

- road names (private and public)
- assignment of address numbers
- development and subdivision address processes
- complex site addressing (caravan parks, retirement villages, Educational facilities etc.)
- creation of new or amended locality boundaries.

This policy meets the objectives of the NSW 2021 plan and complements the work being undertaken at a national and international level through the NSW Location Leadership Group (LLG), Location Intelligence Industry Advisory Committee (LIIAC), NAWG, ICSM, ANZLIC and the Committee for Geographical Names Australasia (CGNA).

The scope of the contents for this manual have been defined through consultation with Land and Property Information (LPI), the GNB and NAWG through various iterations which have taken into account:

- GNB Strategic Plan and Action Items
- current legislative framework for addressing in NSW
- status of CPAS systems developments which will enable capture of address data
- state and national policies for addressing
- requirements for a best-practice addressing standard for application across the state
- NAWG Vision.

2.2 Policy Components

2.2.1 Responsibilities

Geographical Names Board

The GNB is responsible for the governance of this policy.

Land and Property Information

LPI is responsible for the administrative management, technical support and promotion of the policy under the auspices of the GNB.

NSW Addressing Committee

The NSW Addressing Committee, under the delegation of the GNB, is responsible for implementing and ensuring the currency of this policy and its associated principles, procedures and processes. The committee is responsible for ensuring key stakeholder groups support this policy, and that their requirements are met through the implementation of this policy.

2.3 Policy Introduction

This document outlines the GNB policy for addressing in NSW. While the GNB are not explicitly responsible for all the components of an address, under the *Geographical Names Act 1966* they have responsibility for naming and defining localities and are provided with the powers to compile a list of roads.

The intention is to take the state from a focus of applying addresses to properties solely for rating and valuation purposes, towards an addressing system which caters for sites including properties, buildings, individual units or businesses and features or Points of Interest (PoI). This document is the first step in developing the framework for implementing the vision of a site-based addressing system for NSW.

This policy repeals all existing GNB policies and guidelines in respect to addressing in NSW - refer to AUM Chapter 1 - Section 1.6 - Related Policies and Documents. This policy does not apply retrospectively. Arrangements that pre-date this policy are not necessarily subject to its terms.

Chapter 2 - Policy forms part of the Addressing User Manual (AUM), which has been created as a complete guide to Addressing in NSW and is issued by the GNB. The AUM as a whole is intended to be used in conjunction with this policy chapter and includes:

- **Principles** - descriptions of how address numbers, road names and locality boundaries shall be defined.
- **Procedures** - definitions of various procedures to be followed for proposing addresses, engaging with the community, issuing gazette notices and reserving road names during the development process.
- **Processes** - workflows with tasks outlined for developing address proposals and submitting them for approval through mechanisms provided by the NSW Address Database custodian, LPI, and the GNB.

2.4 Legislation and Authority

The GNB is governed by the *Geographical Names Act 1966* which provides the power to assign names to places; to investigate and determine the form, spelling, meaning, pronunciation, origin and history of any geographical name; and to determine the application of each name with regard to position, extent or other reference. The Board ensures its practices; guidelines and policies adhere to international standards in this domain.

The GNB is committed to providing NSW with the best possible service in relation to location information, thereby demonstrating their commitment to public safety.

The role of the Board in the road naming process is to set policy and processes for all road naming proposals in NSW, and to compile, maintain and publish a list of road names as per s.5(2) of the *Geographical Names Act 1966*. The Board offers guidelines and advice for the selection of names for roads. Under the provisions of Section 10 of the Roads Regulation, 'a road authority may not proceed with a proposal to name or rename a road against an objection made by the following persons or bodies except with the approval of the Minister' of which the Surveyor General of NSW is a notifiable authority.

The Board is responsible for the naming of localities and defining their extent as provided under s.2 and s.5 of the *Geographical Names Act 1966*.

Further information on the Board is available from the GNB website www.gnb.nsw.gov.au.

2.4.1 NSW Addressing Committee

The GNB have established a sub-committee, the NSW Addressing Committee. The committee performs an administrative function that harnesses the existing expertise and responsibilities within LPI and the GNB Secretariat. Centralisation of communication mechanisms for Data Producers, Aggregators, Distributors and Users through this committee enables LPI to support the work of the GNB.

Based on their knowledge and expertise the committee will provide recommendations to the GNB on address-related queries and activities. The committee, on behalf of the GNB, will engage with stakeholders and promote and maintain addressing processes, systems and the Addressing User Manual. The NSW Addressing Committee contact details are:

E: addressing@lpi.nsw.gov.au

T: 02 6332 8070

2.4.2 Authority for Numbering

The GNB expects Local Governments to pursue conformant numbering and enforce the principles which support the practice of standardised addressing. This can be enforced through the provisions of the *Local Government Act 1993*.

Under the provisions of the *Local Government Act 1993*, s.124, Order 8, a council may order a person to 'identify premises with such numbers or other identification in such manner as is specified in the order'. Failure to comply with this order is an offence, as described under s.628, for which the maximum penalty is 50 penalty units for an individual and 100 penalty units for a corporation.

2.4.3 Authority for Road Naming

This policy applies to all roads in NSW, regardless of custodianship and maintenance agreements. Importantly, under this policy, all roads in NSW shall be authoritatively named and the names gazetted.

For the purposes of this policy a road is considered to be an area that is open to and/or used by the public and is navigable by vehicle or foot and can be used for assigning addresses or allowing access between points or to a feature.

Road naming is legislated under the *Roads Act 1993*. This Act empowers the authority in charge of the road with the rights to name it. Under the provisions of Section 10 of the Roads Regulation, 'a road authority may not proceed with a proposal to name or rename a road against an objection made by the following persons or bodies except with the approval of the Minister' of which the Surveyor General of NSW is a notifiable authority.

Responsibilities for naming and gazetting road names

Road Class	Road Naming Authority
State Roads, including National Routes and Highways	<p>Roads and Maritime Services (RMS) are responsible only for the purposes of administrative and wayfaring road naming.</p> <p>For the purposes of road naming for addressing the Local Government are responsible for endorsing the official road name and ensuring it is approved by the GNB and gazetted.</p>
Regional roads and local roads	Local Government (<i>Roads Act 1993, Roads Regulation 2008</i>)
Roads over rail bridges on most State, regional and local roads	<p>Rail Access Corporation, RMS or Local Government (<i>Roads Act 1993, Roads Regulation 2008</i>)</p> <p>For the purposes of road naming for addressing the Local Government are responsible for endorsing the official road name and ensuring it is approved by the GNB and gazetted.</p>
Private roads, Crown roads, right of ways, easements (however, this should only be for easements intended as roads not for easements intended solely as driveways or utility access points).	For the purposes of this policy, the GNB advises that Local Government (with jurisdiction over the area in which the road is located) are responsible for endorsing the authoritative road name and ensuring it is approved by the GNB and gazetted.
Other roads	<p>Other bodies such as State Forests, Federal Airports Corporation, Sydney Ports, National Parks and Wildlife Service or Private Sector Tollway Operators.</p> <p>For the purposes of road naming for addressing purposes, the GNB encourages these agencies to work collaboratively with Local Government to ensure the road names are endorsed, addresses applied and the name is approved by the GNB and gazetted.</p>

Local Governments are able to refer their administrative requirements regarding gazettal and notification, as per the [Roads Regulation 2008](#), to the Surveyor General, as Chair of the GNB. The online road naming application provided by the NSW Address Database custodian, LPI, includes an option for the authority to request the Surveyor General, and therefore the Board, to support any agreed notifications and gazettal requirements of the Regulations.

2.4.4 Authority for Locality Names and Boundaries

Under s.2 and s.5 of the [Geographical Names Act 1966](#), the GNB have responsibility for assigning names to localities, determining their extent and publishing their details in the Gazetteer of Place Names (GPN). Refer to AUM Chapter 4 - Section 4.2.3 - Gazetteer of Place Names for more details.

The Act provides that any geographical publication shall use the official name of a locality, unless the publication explicitly states that the name is not considered official for the purposes of the Act. Failure to comply with directions of the Act can be liable to a penalty of up to 5 penalty units.

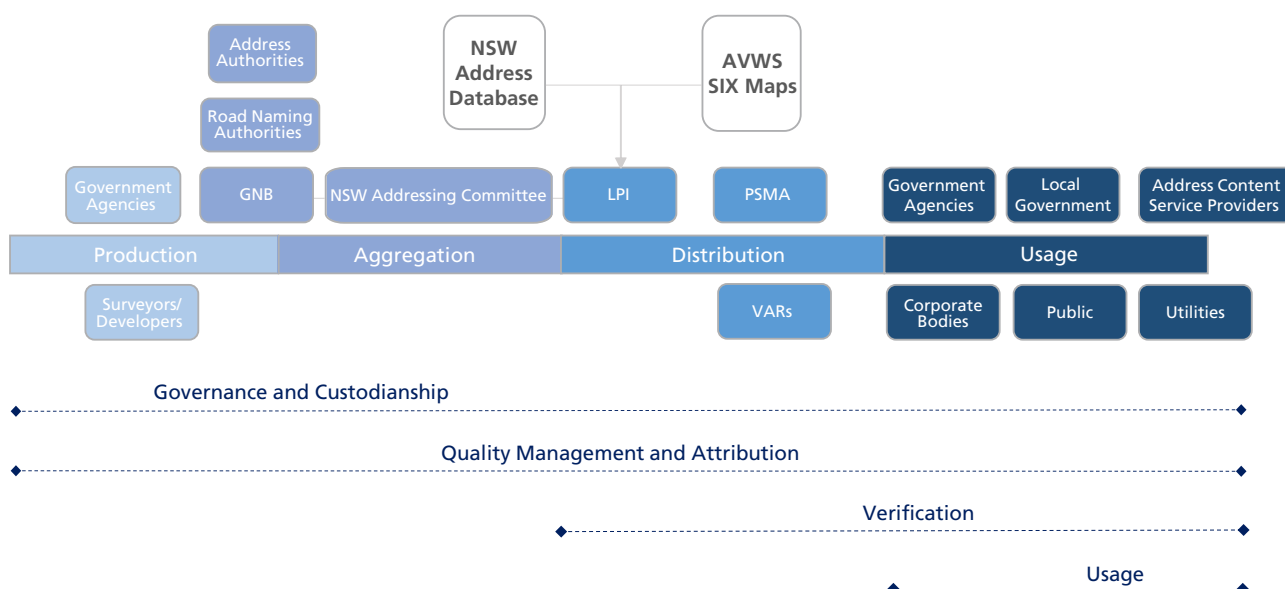
2.5 Policy

2.5.1 Address Supply Chain

This policy covers the following broad areas of the address data lifecycle:

- Governance and custodianship functions and roles for address data production, aggregation, distribution and usage in NSW.
- Quality management and component requirements, including details of the business arrangements relevant to management of addresses at the aggregation, distribution and usage stages of the address supply and use chain - refer to Figure 2.1
- Verification requirements, and management of address data associated with customer and service information by service delivery entities.
- Guidelines for optimal usage of NSW addresses.

Figure 2.1



2.5.2 Assumptions

This policy assumes:

- The continued carriage of existing address production and aggregation responsibilities in NSW.
- Local Government being custodians of addresses in their domains for the foreseeable future.
- LPI being custodian of the NSW Address Database for the foreseeable future.
- PSMA being custodian of the Geocoded National Address File (G-NAF) for the foreseeable future.
- Legislative proposals developed by the CPAS program and based on the NAWG recommendations, to regulate establishment and custodianship of addresses and address components, will be proposed for consideration for adoption by the NSW Government.
- Roles and responsibilities as detailed in this policy are consistent with the legislatively established roles and responsibilities for governance and custodianship.

2.5.3 Governance and Custodianship

Custodianship for spatial data is defined within Australia and New South Wales (particularly under the provisions of the *NSW Custodianship Guidelines for Spatial Data*²). For the purposes of this policy custodianship is further defined as:

- Local Governments are recognised as address custodians for all address sites within their Local Government Area.
- LPI is recognised as the custodian of the NSW Address Database.
- PSMA is recognised as custodian of the Geocoded National Address File database (G-NAF).

This policy provides for ongoing governance of address data production, aggregation, and distribution and usage functions in NSW and promotes the roles of each custodianship group these are summarised below and defined in AUM Chapter 3 - Address Data Governance and Custodianship.

Data Producers

There are four types of road naming and Data Producers in NSW: Local Government; State Government agencies; those involved in the development domain i.e. planners, developers and surveyors; and the GNB.

Data Aggregators

The GNB and LPI work in partnership to aggregate and administer address data. Data Aggregators are required to access data supplied from Data Producers on a regular basis and to reference the source (custodian) of address data within an aggregated system. Data Aggregators are required to supply Data Distributors with regular, consistent and verifiable address data.

Data Distributors

The main stakeholders involved in address data distribution are LPI, PSMA and Value Added Resellers (VARs). Data Distributors are encouraged to access data supplied from the NSW Address Database on a regular basis and to reference the source data when supplying to Data Users. Minimum attribution, metadata statements and quality assurance metrics should be identified and made available to Data Users so that they may easily understand custodianship, quality, accuracy and currency of data.

Data Users

Data Users will be provided access to the NSW Address Database from a variety of Data Distributors. In all instances minimum attribution, metadata statements and quality assurance metrics should be identified and provided to Data Users so that they may easily understand custodianship, quality, accuracy and currency of data. Data Users are encouraged to inform the custodians of the NSW Address Database, LPI, of errors or omissions in the data so that they may inform the Data Producers to resolve the issue and subsequently inform the Data Distributors.

²Currently published at

<http://www.finance.nsw.gov.au/ict/sites/default/files/NSW%20Government%20Custodianship%20Guidelines%20for%20Spatial%20Data.pdf>

2.5.4 Address Database

LPI will generate and maintain an address database that can be used as the single source of truth for producers, aggregators, distributors and users of address data.

Given the unlimited scope of individual user requirements for address data the NSW Address Database will maintain Core Address Metadata and Core Address Components, to which users can ascribe business-case specific information within their own systems. The database will contain authoritative, non-authoritative and alias addresses. Refer to AUM Chapter 4 - Section 4.1 - Address Grading for more details.

LPI will support the ongoing improvement of the NSW Address Database with a view to standardising address data quality and maintenance regimes for the state.

For the purposes of this policy, an addressable site is defined as a location which can be accessed via the road network (including pathways and waterways defined in the 'road types' list provided in the AUM Chapter 6 - Section 6.10 - Road Types). An addressable site can be:

- a place of habitation, or
- a location to which services may be delivered (excluding post office boxes or cluster boxes), or
- a place where people can congregate, visit or reference for location purposes, and
- can be described as primary or alternative.

Any location which fulfils these definitions of an addressable site must be assigned an address and the data must be maintained in the NSW Address Database.

For the purposes of developing and maintaining a comprehensive NSW Address Database, an address is defined as:

- a string of data which contains minimum components as defined in AUM Chapter 4 - Section 4.5 - Core Address Components
- a tool to reference a location which describes a geographical point accessed via the road network of NSW (including pathways and waterways).

The components of the NSW Address Database, types of Core Address Strings, Metadata and Component information are defined in AUM Chapter 4 - NSW Address Database Metadata and Components.

2.5.5 Address Data Verification and Usage

LPI shall provision access to Core Address Metadata and Core Address Strings from the NSW Address Database.

For the purposes of provisioning service delivery information for NSW Government agencies, LPI will adopt the principles outlined in the [NSW Government Standard for Spatially Enabling Information](#). This Standard recognises G-NAF as the national address file, directs agencies to use G-NAF IDs for address management purposes, and provides an overview of key requirements for exchange of address data.

Users of address data are encouraged to utilise and reference authoritative address data as published in the NSW Address Database maintained by LPI.

LPI will ensure that access to the NSW Address Database is available through multiple channels. In order to support the use and verification of authoritative address data, LPI should provision a facility to verify an authoritative address, where one exists, for an address site.

LPI shall be responsible for recording data verification transactions and utilising this information to update, improve or amend existing records in consultation with Address Producers.

Details regarding provision of verification services and requirements for Data Users are provided in AUM Chapter 5 - Address Data Verification and Usage.

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Chapter 3

Address Data Governance and Custodianship

3 Address Data Governance and Custodianship

This chapter contains the Governance and Custodianship roles and functions that support the NSW Address Policy.

Governance - outlines a set of functions for address data producers, aggregators, distributors and users.

Custodianship - defines a set of roles for address data producers, aggregators, distributors and users.

Address Data Roles

Role	Stakeholders	Description
Data Producers	Surveyors, Planners, Developers Local Government GNB	Have various responsibilities associated with defining numbers, names and boundaries associated with core address components.
Data Aggregators	GNB LPI PSMA	Are responsible for collating information contained within, or provided from, the NSW Address Database.
Data Distributors	LPI PSMA Value Added Resellers (VARs)	The functions and roles described apply only to those who distribute data directly sourced from NSW Address Database.
Data Users	Government Agencies Commercial Entities Members of the Public	Details the functions and roles of users who access data sourced from the NSW Address Database.

3.1 Governance - Data Producers

There are four types of road naming and Data Producers in NSW: Local Government; State Government Agencies; those involved in the development domain; and the GNB.

Governance functions for Data Producers

Agency	Functions	Rationale
Planners Developers Surveyors	<p>Surveyors, Developers and Planners are responsible for proposing core address components for new developments.</p> <p>This information is then required to be provided to Local Government through the Development Approval process, or another approved process which ensures the data is eventually maintained by Local Government and LPI.</p> <p>Determination of relevant address sites should be undertaken as per the requirements outlined in AUM Chapter 2 - Section 2.5.4.</p> <p>The functions that these stakeholders can perform to support comprehensive and standardised addressing are:</p> <ul style="list-style-type: none"> • maintain awareness of applicable standards, policies, procedures and guidelines which can guide their work in addressing • to propose new address information at the earliest practical time during the development cycle - refer to AUM Chapter 8 - AP5 - Addressing - Development and Subdivision • to record address data and provide access to address information to Local Government • to support LPI in maintaining a single source of truth address database • to consult with individuals, stakeholders and special interest groups on road naming proposals to facilitate community consensus Refer to AUM Chapter 7 - Section 7.1.5 - Submissions. 	<p>These stakeholders must adhere to the requirements of the:</p> <ul style="list-style-type: none"> • <i>Conveyancing (General) Regulation 2008 [2008-375], Part 3 Register of plans, Division 1 General</i> • <i>Surveying and Spatial Information Act 2002 No 83, Section 36 Regulations</i> • <i>Surveying and Spatial Information Regulation 2012, 31 August 2012, Section 60.</i>

Agency	Functions	Rationale
Local Government	<p>Local Government are responsible for administration of core address components within their Local Government Area and the implementation of address through the installation of road and locality signage and ensuring the appropriate display of house numbers.</p> <p>Their on-ground presence and local knowledge make their administrative roles of producing road names, maintaining address records, endorsing new address components and resolving anomalies vital for establishing a quality address system for NSW.</p> <p>Determination of relevant address sites should be undertaken as per the requirements outlined in AUM Chapter 2 - Section 2.5.4.</p> <p>Production of addresses should be undertaken as per the policy requirements outlined in the Addressing User Manual.</p> <p>Functions that Local Government can perform to support comprehensive and standardised addressing are:</p> <ul style="list-style-type: none"> • maintain awareness of applicable standards, policies, procedures and guidelines which can guide their work in addressing • to ensure names for roads are approved by the GNB and gazetted for addressing purposes • as the authority, produce and apply addresses within their boundaries • produce new addresses at the earliest practical time during the development cycle - refer to AUM Chapter 8 - AP5 - Addressing - Development and Subdivision • to consult and notify authorities of proposed, amended and new address data as required by legislation and outlined in the Addressing User Manual • record address data and provide access to LPI and the GNB to this information • cooperatively work with LPI to maintain a single source of truth NSW address database • as the authority, formulate road naming and address policies for application specifically within that LGA, under the guidance of this policy • ability to issue orders for the 'display of a complying address and removal of a non-complying address' on owners or occupiers of a premises whereby failure to comply is an offence and a penalty is applied – refer to AUM - Chapter 2 - Section 2.4.4 - Authority for Locality Names and Boundaries • consult with individuals, stakeholders and special interest groups on road naming proposals to facilitate community consensus Refer to AUM Chapter 7 - Section 7.1.5 - Submissions. 	<p>Local Government must adhere to the requirements of the:</p> <ul style="list-style-type: none"> • <i>Local Government Act 1993(b)</i> • <i>Roads Act 1993 (No 33)</i>

Agency	Functions	Rationale
State Government Agencies	<p>State Government Agencies with oversight of residential, commercial or public land which contain addressable sites are responsible for proposing core address components within the area they govern.</p> <p>This information is then required to be provided to LPI, through Local Government, on a regular basis.</p> <p>Production of addresses should be undertaken as outlined in the Addressing User Manual.</p> <p>Functions that State Government Agencies can perform to support comprehensive and standardised addressing are:</p> <ul style="list-style-type: none"> • maintain awareness of applicable standards, policies, procedures and guidelines which can guide their work in addressing • name all roads in their area of governance that are generally open to the public or to services - refer to AUM Chapter 8 - AP6 and AP7 • to propose addresses within their area of governance including for named private roads, with reference to Local Government • produce new addresses at the earliest practical time during the development cycle • record address data and provide access to Local Governments, LPI and the GNB to address information within their area of governance • cooperatively work with Local Governments and LPI to maintain a single source of truth address database • as the authority, formulate road naming and street address policies for that government agency, under the guidance of this policy • consult with individuals, stakeholders and special interest groups on road naming proposals to reach community consensus (where relevant). 	<p>Government Agencies must adhere to the requirements of the:</p> <ul style="list-style-type: none"> • <i>Roads Act 1993</i> (No 33) • <i>Residential Parks Act 1998</i> • State Environmental Planning Policy No 70 SEPP (Affordable Rental Housing) 2009 • <i>Conveyancing Act 1919</i> No 6 • <i>Environmental Planning and Assessment Act 1979</i> • <i>Housing Act 2001</i> No 52 • Development Assessment Guidelines • <i>Community Land Development Regulation 2007</i> [2007-410] • <i>Conveyancing (General) Regulation 2008</i>.

Agency	Functions	Rationale
Geographical Names Board of NSW	<p>The GNB is responsible under the <i>Geographical Names Act 1966</i> for investigating and determining the form, spelling, meaning, pronunciation, origin and history of any geographical name and determine the application of each name with regard to position or extent. This includes the definition of localities for addressing purposes.</p> <p>Functions that the GNB can perform to support comprehensive and standardised addressing are:</p> <ul style="list-style-type: none"> • to provide support to Address Producers on address component issues and facilitate queries or dispute resolution through the NSW Addressing Committee • maintain awareness of applicable standards, policies, and legislation developments within other Australian and International jurisdictions and introduce innovative practices in NSW as required • to maintain and publish policy, principles, process, procedure and guideline documentation to inform other stakeholders in production, management and use of address data. 	<p>The GNB must adhere to and enforce the requirements of the <i>Geographical Names Act 1966</i>.</p>

3.2 Governance - Data Aggregators

There are three types of road naming and Data Aggregators in NSW: the GNB; LPI and PSMA.

Governance functions for Data Aggregators

Agency	Functions	Rationale
The Geographical Names Board of NSW	<p>The GNB comprises representatives from Government Agencies and peak bodies. It also includes persons with subject matter expertise. Together they form an authoritative body under the <i>Geographical Names Act 1966</i>.</p> <p>Under this Act, the GNB are responsible for investigating and determining the form, spelling, meaning, pronunciation, origin and history of any geographical name and determining the application of each name with regard to position or extent.</p> <p>The GNB supports road and locality naming, defining locality boundaries and setting standards for naming with the aim of eliminating ambiguity. The primary role of the GNB is to develop guidelines and regulate the creation, maintenance and distribution of address data in NSW.</p> <p>The GNB is also responsible for maintenance of the Gazetteer of Place Names, and have delegated maintenance responsibilities to LPI.</p>	<p>The GNB must adhere to and enforce the requirements of the <i>Geographical Names Act 1966</i>.</p>
Land and Property Information	<p>As the authority for land information, LPI is responsible for the aggregation of address information it receives from Data Producers and supports the GNB in their role as custodian for the road name and localities data. LPI should:</p> <ul style="list-style-type: none"> • maintain awareness of applicable standards, policies, and legislation developments within other Australian and International jurisdictions • apply due diligence in maintenance of the NSW Address Database in accordance with the requirements of the Addressing User Manual • identify and refer for GNB consideration instances of addressing which do not conform to the requirements of this policy. <p>LPI's main task is to ensure the quality of address data and to increase database utility and interoperability.</p>	<p>Land and Property Information has the infrastructure and technological expertise to administer the NSW Address Database in an efficient and effective manner.</p> <p>For further information see www.lpi.nsw.gov.au.</p>

Agency	Functions	Rationale
PSMA	<p>PSMA Australia Limited is an unlisted public company limited by shares and owned by the state, territory and Australian governments. They offer a national asset of quality spatial information derived from authoritative data sources.</p> <p>Their databases are used in both the government and private sectors, helping customers meet a diverse set of needs and ultimately deliver a wide range of benefits. Their principal objective is to facilitate broad, yet sustainable, access to data. Partnerships with the private sector are encouraged, and data distribution is facilitated through PSMA Distribution, which holds licence arrangements with value-added resellers.</p> <p>As a Data Aggregator PSMA is responsible for accessing address data for NSW from the NSW Address Database maintained by LPI and aggregating this into the National Address Database (referred to as the Geocoded National Address File - G-NAF). When data is aggregated PSMA should:</p> <ul style="list-style-type: none"> • include reference to the Persistent Address ID • capture the NSW assigned geocode(s) • reference the NSW assigned quality-designation for each address string. <p>PSMA will collaborate with the NSW Address Database custodian to provide an exchange of information regarding quality, including missing or erroneous data.</p>	<p>PSMA Australia Limited is a company owned by state, territory and Australian governments, established to coordinate the collection and maintenance of fundamental national geospatial databases and to facilitate access to this data.</p> <p>For further information see www.pdma.com.au</p> <p>The National Address Management Framework provides for the role of PSMA in the aggregation and distribution of address data at a national level in Australia.</p>

3.3 Governance - Data Distributors

The main stakeholders involved in address data distribution are: LPI; PSMA; and Value Added Resellers.

Governance functions for Data Distributors

Agency	Functions	Rationale
Land and Property Information	<p>LPI is responsible for distributing data from the NSW Address Database, and for the maintenance of access and delivery arrangements for NSW address data.</p> <p>LPI is responsible for ensuring the quality and timeliness of data as per the requirements of this policy.</p> <p>LPI should make available guidelines which assist in effective management of address records, services and service delivery channels which effectively and efficiently provide for address verification and management practices. For details refer to AUM Chapter 2 - Section 2.5.5 - Address Data Verification and Usage and Chapter 5 - Section 5.1 - Address Data Verification.</p>	<p>LPI maintains the NSW address database from land information regulated by Real Property, Valuation of Land and associated legislation.</p> <p>LPI is guided by the protocols outlined in relevant Australian and International Standards for address data management.</p> <p>For further information see www.lpi.nsw.gov.au.</p>
Public Sector Mapping Agency (PSMA)	<p>PSMA, owned by the states and territories, is responsible for aggregating NSW Address Data into the Geocoded National Address File (G-NAF).</p> <p>G-NAF includes:</p> <ul style="list-style-type: none"> • location information, through the provision of a geocode that places each address at either the land parcel, the street or locality particular to each address • confidence level, providing an insight into whether one, two or three of the authoritative contributors have provided the address • an extensive range of alias address information, covering information such as duplicate addresses, commonly known names and vanity addresses • ABS Mesh Block codes for each address, simplifying analysis against ABS statistical information and similarly aligned data. <p>Address data contributed to G-NAF from the NSW Address Database should, where practical and required by users:</p> <ul style="list-style-type: none"> • include reference to the Persistent Address ID • identify the NSW assigned geocode(s) • reference the NSW assigned quality-designation for each address string. 	<p>PSMA Australia Limited is a company owned by state, territory and Australian governments, established to coordinate the collection and maintenance of fundamental national geospatial databases and to facilitate access to this data.</p> <p>For further information see www.pdma.com.au</p> <p>Under the NSW Government Standard for Spatially Enabling Information the G-NAF ID is referenced as the key identifier for exchange of address data.</p> <p>The National Address Management Framework (NAMF) provides for the role of PSMA in the aggregation and distribution of address data at a national level in Australia.</p>

Agency	Functions	Rationale
Value Added Resellers	<p>Value Added Resellers are encouraged to source address data from the NSW Address Database and provide this data to users.</p> <p>Methods for accessing data from LPI are described in AUM Chapter 2 - Section 2.5.5 - Address Data Verification and Usage and Chapter 5 - Section 5.1 - Address Data Verification.</p> <p>Address data sourced from the NSW Address Database and supplied to users should, where practical and required by users:</p> <ul style="list-style-type: none"> • include reference to the Persistent Address ID • identify the NSW assigned geocode(s) • reference the NSW assigned quality-designation for each address string • provide other value-add services associated with service delivery related to address, as required by NSW Government agencies to effectively and efficiently deliver services. 	<p>Value Added Resellers typically consume raw data from government agencies, then apply a set of quality assurance metrics and other metadata or attributes before on-selling the data to end-users.</p> <p>This policy recommends these functions for VARs to facilitate and support the maintenance of a single-source of truth address database for NSW containing quality information which can be accessed by all Data Users.</p> <p>The objective is to minimise data degradation and to provide an auditable trail for the life-cycle of an address.</p>

3.4 Governance - Data Users

All members of the public are beneficiaries of consistent and appropriate use of the NSW Address Database as a single-source-of-truth for address information across the state. There is a strong imperative for government agencies and corporations, who utilise address information for delivery of services, to access and reference the NSW Address Database as the authoritative source of information.

Data Users can be provided access to the NSW Address Database from a variety of Distributors. In all instances minimum attribution, metadata statements and quality assurance metrics should be identified and provided to Data Users so that they may easily understand custodianship, quality, accuracy and currency of data. Data Users are encouraged to inform the custodians of the NSW Address Database, LPI, of errors or omissions in the data so that they may inform the Data Producers to resolve the issue and subsequently inform the Data Distributors.

Governance functions for Data Users

Agency	Functions	Rationale
Government Agencies	<p>Government Agencies should ensure they provision access to the NSW Address Database and associated Core Address Data and Core Components within their systems.</p> <p>Agencies may develop in-house systems for attributing business-specific details to the data, but there is no requirement for LPI to aggregate, maintain or distribute this information.</p> <p>Agencies should maintain awareness of NSW Government Information Framework relevant to capture and management of address data³.</p>	<p>These functions for Government Agencies facilitate and support the maintenance of a single-source of truth address database for NSW containing quality information which can be accessed and exchanged with confidence by all end users.</p>
Corporate Bodies	<p>Corporate Bodies are encouraged to access authoritative data from the NSW Address Database through LPI, PSMA or VARs.</p> <p>Use of this data as a source-of-truth for address information in NSW will ensure consistency and reliability of address data usage.</p>	<p>These functions for Corporate Bodies facilitate and support the maintenance of a single-source of truth address database for NSW containing quality information which can be accessed and exchanged with confidence by all end users.</p>
Public	<p>Members of the public are encouraged to utilise and reference authoritative addresses produced and endorsed by Local Government and approved by the GNB and/or NSW Addressing Committee, and to make use of products and services providing access to authoritative NSW Address Database.</p> <p>Where a member of the public becomes aware that an address they are utilising or have made reference to, does not adequately represent, identify or locate a property, feature or point of interest, they should advise the Local Government responsible for the address in that particular area.</p>	<p>These functions for the public facilitate and support the maintenance of a single-source of truth address database for NSW containing quality information which can be accessed and exchanged with confidence by all end users.</p> <p>Regular and consistent use of authoritative data, and notification of erroneous data, will assist in improving the quality, reliability and timeliness of information in the NSW Address Database, and assist provision of services to address sites for the public.</p>

³NSW Government ICT Strategy guidelines and standards are currently published at www.finance.nsw.gov.au/ict/resources

3.5 Custodianship - Data Producers

Data Producers, identified as Local Government, State Government Agencies, Surveyors, Developers, Planners and the GNB are encouraged to adopt the following roles in fulfilment of their obligations as custodians of Core Address Metadata and Core Address Component data - refer to AUM Chapter 4.

Custodianship roles for Data Producers

Custodians	Roles	Rationale
Local Government State Government Agencies Surveyors Developers Planners Geographical Names Board of NSW	<ol style="list-style-type: none"> 1. All addresses established in NSW must be defined with the minimum Core Address Components - refer to AUM Chapter 4 - Section 4.5 - Core Address Components. 2. Custodians can associate non-Core Address Data with data within their own systems. 3. Custodians must record all the addresses for which they are custodian, and wherever feasible provide effective maintenance arrangements. 4. New, revised or deprecated Core Address Data must be advised to LPI as per established Data Supply Contracts and/or timeframes required in the AUM Chapter 8. 5. Core Address Data components must conform to the requirements of the NSW Address User Manual. 6. All addresses proposed in NSW by Developers, Planners or Surveyors must be provided to Local Government within the timeframes outlined in AUM Chapter 8 - AP5 - Development and Subdivision. 7. All addresses produced in NSW by private entities, including corporate bodies, must be provided to Local Government as outlined in AUM Chapter 8. 8. All addresses proposed in NSW by State Government Agencies must provide to Local Government within the timeframes as outlined in AUM Chapter 8. 9. Where revisions are required for existing Core Address Components, Persistent Address IDs should be referenced by Local Government in data exchanges with LPI to ensure consistency of data maintenance. 10. Data Producers are strongly encouraged to utilise address data from the NSW Address Database within their systems. 	<p>Addresses must be properly and unambiguously produced to allow for accurate and reliable site identification to support timely and efficient emergency service and other service delivery.</p> <p>Consistency of data is required and minimum components must be provided to ensure quality and accuracy of address data.</p> <p>Derivation and production of address data components is governed by the NSW Address User Manual to ensure consistency of application.</p>

3.6 Custodianship - Data Aggregators

Maintenance of the NSW Address Database is performed by LPI; however the GNB and PSMA also play a role in custodianship of NSW Address Data.

Custodianship roles for Data Aggregators

Custodians	Roles	Rationale
Geographical Names Board of NSW	1. Core Address Components must be quality assured and attributed - refer to AUM Chapter 4 - Section 4.5 - Core Address Components for management in the NSW Address Database.	Quality Assurance and attribution, and provision of access to quality and attribution information relevant to individual address records, for aggregators and users, is necessary to allow determination by address aggregators and users of the fitness for purpose of an address or set of addresses for a specific purpose.
Land and Property Information	2. Core Address Components must be maintained with a standardised geocode. Where a geocode supplied by a Data Producer does not conform to policy requirements, LPI will assign a suitable default geocode for maintenance purposes in the NSW Address Database - refer to AUM Chapter 4 - Section 4.5 - Core Address Components.	Provision of accurate geocode information is required to support site identification and service delivery. Geocode allocation is most effectively performed and maintained where assigned to an aggregating authority, in the case of NSW, LPI is identified as such an authority.
PSMA	3. Core Address Data must be maintained as per requirements of Australian and International Data Maintenance Standards. ⁴	Geocode data should also be appropriately attributed so that end-users can determine and understand with confidence the type of geocode/s provided for each address.
	4. Core Address Components must be assigned and maintained with Persistent Address IDs - refer to AUM Chapter 4 - Section 4.5 - Core Address Components.	
	5. Custodians can maintain non-Core Address Data where a case is established for this requirement by other Address Data Custodians.	

⁴AS/NZS 4819: Rural and Urban Addressing, AS4590: Interchange of Client Information.

3.7 Custodianship - Data Distributors

Core Address Data held in the NSW Address Database must be distributed for the benefit of all end-users. Access to the data must be facilitated either through:

- Direct access through the NSW Address Database Custodian, LPI.
- Provisioned access through PSMA.
- Value-Added access through VARs.

Responsibility for distribution of the data are assigned to LPI, PSMA and VARs, as per requirements defined below.

Custodianship roles for Data Distributors

Custodians	Roles	Rationale
LPI PSMA VARs	<ol style="list-style-type: none"> 1. Where data is distributed from the NSW Address Database it should be identified as such. 2. It is recommended that provision be made in data distribution systems for the collection of feedback related to Core Address Data including mechanisms for data error, anomalies or issues. This information should be provided back to the custodian of the NSW Address Database, LPI, so that they may inform Data Producers to resolve the issue and subsequently inform the Data Distributors. 3. Core Address Data for NSW should be distributed and attributed with supporting information as maintained by the NSW Address Database to enable aggregator and user determination of fitness for purpose. 4. Recognised Australian Standards related to the exchange of data and the National Address Management Framework (NAMF) have been developed with wide industry participation and are targeted specifically at Australian addresses and should be adopted as the underlying rules for data sharing. 5. Distributors should utilise Persistent Address IDs within their systems to facilitate standardised practice for maintaining address data consistency for end-users. 	<p>The NSW Address Database is the single source of truth for address data in NSW. Any data that does not match the requirements of the Addressing User Manual should be identified for resolution.</p> <p>Feedback from users of the address data is vital to assisting in quality management of data held in the NSW Address Database.</p> <p>Users require information about the metadata to ensure address data can be assessed for fitness of purpose.</p>

3.8 Custodianship - Data Users

Maintenance of the NSW Address Database is performed by LPI, however the users also play a role in custodianship of the data.

Custodianship roles for Data Users

Custodians	Roles	Rationale
Government Agencies Corporate Bodies Public	<ol style="list-style-type: none"> 1. Users will be able to access the NSW Address Database via Address Verification Web Services (AVWS). 2. Users are encouraged to utilise Persistent Address IDs within their systems to facilitate standardised practice for reporting errors, omissions, redundancies and issues with data maintained in the NSW Address Database. 3. Government Agencies should refer to the NSW Government Standard for Spatially Enabling Information for guidance on exchange mechanisms and address data management within their systems. 	<p>Maintenance of address data accuracy is an integral component of maintaining data quality within organisations. The AVWS will provide a link between address users and the NSW Address Database to ensure address data can be efficiently maintained by the user.</p> <p>Persistent Address IDs are the link between user systems and the NSW Address Database to ensure data integrity.</p>

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Chapter 4

NSW Address Database, Metadata and Components

4 NSW Address Database, Metadata and Components

This chapter contains:

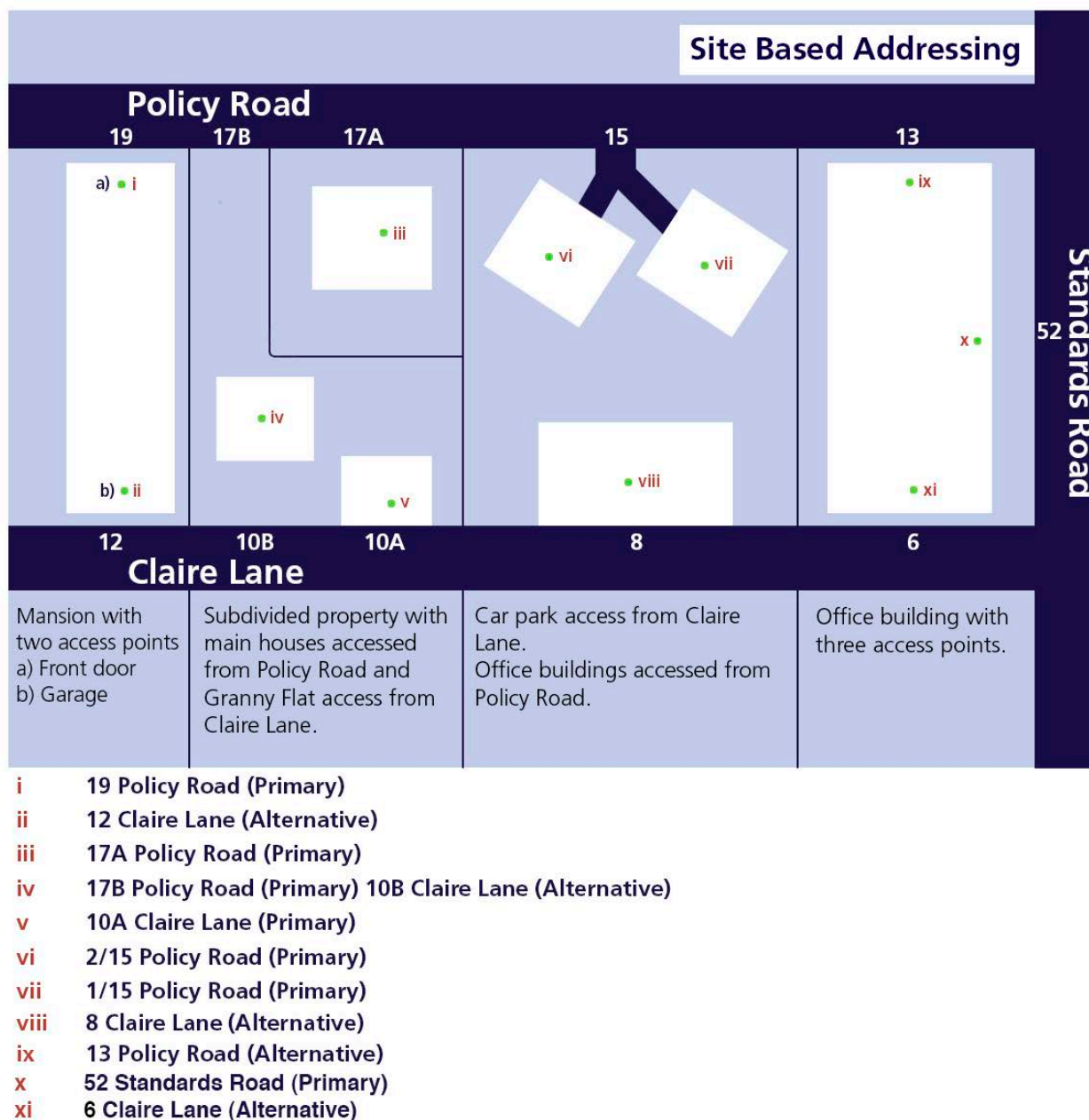
Address Grading	Outlines a set of address grades which shall be included in the NSW Address Database.
NSW Address Database Components	Defines the roles and components of the Gazetteer of Road Names and the Gazetteer of Place Names, particularly with reference to the types and status of roads, road types and locality data contained therein.
NSW Address Database Metadata	A description of the metadata which will be supplied with every transaction on the NSW Address Database.
Core Address String Metadata	A description of the metadata which will be supplied with every address string held in the NSW Address Database.
Core Address Components	A description of the components of each address string held within the NSW Address Database, this includes reference to additional attributes and geocode types.
Additional Address Components	Outlines potential address components that may need to be considered.
Geocode Types	A list of geocode types that have been derived from the AS/NZS 4819:2011

4.1 Address Grading

In the NSW Address Database, the terms defined in the table which starts on the following page are used to define grades of authoritativeness for Core Address Strings.

For examples of primary and alternative address sites refer to Figure 4.1.

Figure 4.1



NSW Address Database Address Grades

Grades	Definition	Description
Authoritative Primary Address	<p>The Address String comprises components wherein:</p> <ul style="list-style-type: none"> • All attributes are present and fulfil the Metadata requirement for 'completeness' - refer to AUM Chapter 4 - Section 4.4 - Core Address String Metadata. • Number conforms to Principles - refer AUM Chapter 6. • Road Name is Gazetted or was assigned prior to the commencement of the Roads Act 1993 and meets the requirements of AUM Chapter 6 - Section 6.7 - Principles of Road Naming. • Locality Name is Gazetted. • Geocode(s) falls within appropriate accuracy levels as per Metadata requirement outlined in AUM Chapter 4 - Section 4.4 - Core Address String Metadata. <p>The address is assigned to the primary point of access to the site - see AUM - Chapter 6 - Principle 6.1.1.</p>	<p>These types of addresses can be considered 'official' or 'gazetted' and can be assessed by users to be the best defined location reference for gaining access to a site from the NSW road network - refer AUM Chapter 2 - Section 2.5.4 - Address Database.</p>
Authoritative Alternative Address	<p>The Address String comprises components wherein:</p> <ul style="list-style-type: none"> • All attributes are present and fulfil the Metadata requirement for 'completeness' - refer to AUM Chapter 4 - Section 4.4 - Core Address String Metadata. • Number conforms to Principles - refer AUM Chapter 6. • Road Name is Gazetted or was assigned prior to the commencement of the Roads Act 1993 and meets the requirements of AUM Chapter 6 - Section 6.7 - Principles of Road Naming.. • Locality Name is Gazetted. • Geocode(s) falls within appropriate accuracy levels as per Metadata requirement outlined in AUM Chapter 4 - Section 4.4 - Core Address String Metadata. <p>The address is assigned to an alternative point of access to the site - see Addressing User Manual - Chapter 6 - Principle 6.1.1.</p>	<p>These types of addresses can be considered 'official' or 'gazetted' alternatives to the primary addresses and can be assessed by users to be the best defined location reference for gaining secondary access to a site (i.e. the side entrance to a building or the location of a secondary gate to a school). Refer AUM Chapter 2 - Section 2.5.4 - Address Database.</p> <p>In G-NAF these addresses are defined as 'Secondary'.</p>

Grades	Definition	Description
Non-Authoritative Primary Address	<p>In the Address String one of the following is present:</p> <ul style="list-style-type: none"> One component might be missing and therefore the address does not fulfil the Metadata requirement for 'completeness' - refer to AUM Chapter 4 - Section 4.4 - Core Address String Metadata. Number does not conform to Principles (refer AUM Chapter 6). Road Name was assigned subsequent to the commencement of the <i>Roads Act 1993</i> and has not been Gazetted. Locality Name has not been Gazetted. Geocode(s) does not fall within appropriate accuracy levels as per Metadata requirement outlined in Address Policy Appendix B - Core Address String Metadata. <p>The address is assigned to the primary point of access to the site - see AUM - Chapter 6 - Principle 6.1.1.</p>	<p>These types of addresses can be considered 'unofficial' or 'ungazetted' and can be assessed by users to be an approximated location reference for gaining access to a site from the NSW road network.</p> <p>These addresses are usually good descriptions of a location but they lack the authoritativeness of a gazetted road name or locality name to define them as endorsed by their Local Government and/or approved by the GNB.</p>
Non-Authoritative Alternative Address	<p>Where one or more of the following is present:</p> <ul style="list-style-type: none"> One component might be missing and therefore the address does not fulfil the Metadata requirement for 'completeness' - refer to AUM Chapter 4 - Section 4.4 - Core Address String Metadata. Number does not conform to Principles - refer to AUM Chapter 6. Road Name was assigned subsequent to the commencement of the <i>Roads Act 1993</i> and has not been Gazetted. Locality Name has not been Gazetted. Geocode(s) does not fall within appropriate accuracy levels (as per Metadata requirement outlined in AUM Chapter 4 - Section 4.4 - Core Address String Metadata). <p>The address is assigned to the alternative point of access to the site - see AUM - Chapter 6 - Principle 6.1.1.</p>	<p>These types of addresses can be considered 'unofficial' or 'ungazetted' and can be assessed by users to be an approximated location reference for gaining secondary access to a site from the NSW road network.</p> <p>These addresses are usually good descriptions of secondary access to a location but they lack the authoritativeness of a gazetted road name or locality name to define them as endorsed by the Local Government and/or approved by the GNB or NSW Addressing Committee.</p>

Grades	Definition	Description
Alias Address	<p>This is assigned to any address which contains components which are made known to the NSW Addressing Committee to be erroneous.</p> <p>Every alias address must be associated with an authoritative or non-authoritative address.</p> <p>An alias address can consist of either:</p> <ul style="list-style-type: none"> • Address number which was not endorsed by the Local Government and/or does not fit the Principles contained in AUM Chapter 6. • Road name which is not recognised as the official name, or a disputed name. • Neighbourhood name which is not recognised by the GNB as the official locality name - refer to AUM Chapter 6. 	<p>These addresses fulfil a range of use case scenarios and are considered to contain components which are unlikely to be endorsed by the Local Government or approved by the GNB or NSW Addressing Committee.</p>

4.2 NSW Address Database Components

The essential components of the NSW Address Database are the Gazetteer of Road Names and the Gazetteer of Place Names. Gazetteers are collections of names or identifiers which are compiled, maintained and published under the jurisdiction of a government authority. In NSW the authority for place naming is the GNB, as provided for under the *Geographical Names Act 1966*.

There are two gazetteers in use in NSW relating to addresses:

1. Gazetteer of Road Names (GRN) (provided for as a list of road names under s.5(2) of the Act)
2. Gazetteer of Place Names (GPN) (provided for under s.5(1)(i) of the Act).

Each of these gazetteers is described below.

4.2.1 Gazetteer of Road Names

Under s.5(2) of the Geographical Names Act the GNB may 'compile, maintain and publish a list of roads'. The GNB refer to this list as the 'Gazetteer of Road Names'. The GRN is accessed via the NSW Address Database custodian, LPI.

Roads to be named in NSW with their Grade Status and Sub-Grade Descriptions

Grade Status	Sub-Grade	Description	Examples
Authoritative	Addressable	Road name as endorsed by the responsible authority, approved and gazetted by the GNB.	The name of a road in a locality, i.e. George St, Sydney. A local road name as it applies to a stretch of highway running through the centre of a town e.g. Liverpool Road, Croydon.
Non Authoritative	Administrative	Road name assigned by Roads and Maritime Services to designated State roads. Not to be used for authoritative addressing purposes for a defined road extent	Road name which has been in place for many years and was assigned before the establishment of gazettal requirements in the Roads Act 1993.
	Ungazetted	Road name assigned by RNA Generally accepted as an approved name which has not yet been gazetted Where approved by RNA and endorsed by GNB addresses containing this road name type can be considered authoritative	Oberon Road in place of the official name, O'Connell Road. Sydney Road when used locally in place of the official addressable name Great Western Highway.
	Historical	A name that is no longer in use.	Lower Coast Road (now Lawrence Hargrave Drive).

Grade Status	Sub-Grade	Description	Examples
	Pre-Approved	Name has been proposed by RNA Not yet confirmed as compliant with AUM Not yet approved	Refer to AUM Chapter 7 - Procedures 7.3.1, 7.3.2 and 7.3.3.
	Reserved	Name has been reserved for use by a particular RNA Complies with AUM Not yet applied to a specific road	Refer to AUM Chapter 7 - Procedures 7.3.1, 7.3.2 and 7.3.3.
	Route	Name given by an authority that is not to be used for addressing purposes	e.g. Grand Circular Tourist Drive.

4.2.2 Road Types

Road types to be used in NSW are limited to those provided for in AS/NZS: 4819 - refer to AUM Chapter 6 - Section 6.10 - Road Types.

Various statuses can be applied to road types, as described in the table below.

Road Types with their Grade Status and Descriptions

Grade Status	Sub-Grade	Description
Authoritative	Conforming	Road Type conforms with requirements of AS/NZS4819 and GNB Addressing Policy
	Legacy	Non-Conforming road type which has been in use for many years and is deemed acceptable for inclusion in the Gazetteer of Road Names. Addresses containing a legacy road type can be considered authoritative.
Non-Authoritative	Non-Conforming	As all new road names must use approved road types, non-conforming types are deemed unacceptable for use. Addresses containing an unofficial road type will not be graded as authoritative.

4.2.3 Gazetteer of Place Names (GPN)

The NSW Gazetteer of Place Names (GPN) is provided for under Section 5(1) of the Geographical Names Act and is the official register of place names for the State. Under s.2 of the Act:

‘Place’ means any geographical or topographical feature or any area, district, division, locality, region, city, town, village, settlement or railway station or any other place within the territories and waters of the State of New South Wales but does not include any road, any area (within the meaning of the *Local Government Act 1993*) or area of operations of a county council (within the meaning of that Act), any electoral district under the *Parliamentary Electorates and Elections Act 1912*, any school or any place or place within a class of places to which the provisions of this Act do not apply by virtue of the regulations.’

The GPN is accessed via the NSW Address Database custodian, LPI.

4.2.4 Localities

A locality is a named geographical area with defined boundaries which represents a community or area of interest, and may be rural or urban in character (where urban it is usually defined as a 'suburb'). Localities enable addresses to be uniquely identified. Without clearly defined localities there can be uncertainty in an address. In order to achieve comprehensive addressing objectives it is vital that locality names and their boundaries are clear and unambiguous.

Localities are distinguishable from neighbourhoods which are considered to be named geographical areas which have unofficial or fuzzy boundaries: for this reason a neighbourhood name cannot be used for addressing purposes (e.g. Kings Cross is a neighbourhood, it forms part of the Potts Point, Darlinghurst, Rushcutters Bay and Elizabeth Bay localities in Sydney). Similarly, estate names are considered to be branding for particular development areas or gated communities, and as such are not locality names and cannot be used for addressing purposes.

There are a range of status types available for localities held within the GPN.

Localities with their Grade Status and Sub-Grade Descriptions

Status	Type	Description
Authoritative	Gazetted	Locality name and boundaries are endorsed by Local Government, approved by GNB and have been gazetted
Non-Authoritative	Ungazetted	Locality name and boundaries are not endorsed by Local Government nor approved by GNB. Cannot be used for official addressing purposes.
	Pre-Approved	Name has been proposed by RNA Not yet confirmed as compliant with AUM Not yet approved for use
	Historical	A historically recorded locality name, no longer in use.

4.3 NSW Address Database Metadata

As per *ISO 19113- Geographic Information*, to consistently manage the NSW Address Database, ensure the quality of the data contained therein and to facilitate end user determination of fitness-for-purpose, a minimum set of metadata attributes should be provided, where known, with each extract of Address Data distributed to End-Users.

Metadata to define the NSW Address Database

Attribute	Description	Rationale
Purpose	This field should be completed by the NSW Address Database custodian, LPI, and detail the governance and custodianship arrangements for the database.	ISO 19113 Requirement - This is the rationale for the creation of the database and contains information about its intended use.
Usage	<p>This field should be completed by the NSW Address Database custodian, LPI, and define its intended application for Data Users.</p> <p>Limitations of the data quality should be outlined with reference to any legislation which limits the NSW Address Database custodian responsibility for use of the data and restricts data string quality attribution - refer to AUM Chapter 4 - Section 4.4 - Core Address String Metadata, to the specific time in which the data was extracted.</p>	<p>ISO 19113 Requirement - This should describe the application(s) for which database can be used.</p> <p>This attribute describes uses of the database by the Data Producer or by other, distinct, data users.</p>
Completeness	This field should be completed by the NSW Address Database custodian, LPI, and indicate the known representative completeness of the database. Reference should be made to whether all address types are included, or whether specific types (i.e. mail-only or water-based) have been omitted.	This will assist users in identifying the types of addresses available in the database.

4.4 Core Address String Metadata

Quality management attribute information which may be associated with each Core Address Data string should include, where known, the following metadata in the NSW Address Database.

NSW Address String Metadata

Attribute	Description	Rationale
Lineage	This field should include reference to the Data Producer custodian who was responsible for providing the Core Address Data contained within that string.	ISO 19113 requirement states: Lineage may contain two unique components: <ul style="list-style-type: none"> • source information shall provide the parentage of the database • process step or history information shall describe a record of events or transformations in the life of a database, including the process used to maintain the database whether continuous or periodic, and the lead time.'
Completeness	This should identify if Core Address Data is missing or non-Core Data is present. Conversely it should identify if the string is complete by having all components available - refer to AUM Chapter 4 - Section 4.5 - Core Address Components.	ISO 19113 requirement states: <ul style="list-style-type: none"> • 'Commission: excess data present in a database • Omission: data absent from a database'.
Compliance	This should indicate whether the road name and locality name correlate with official, gazetted names in the Road Name or Place Name Gazetteers.	Quality Management requirements to determine if the components are officially designated and recognised: <ul style="list-style-type: none"> • Where the names correlate (i.e. they are the same spelling and refer to the same geospatial location) they are defined as 'authoritative'. • Where the names do not correlate, or they do not refer to the same geospatial location, they are defined as 'non-authoritative'. • Where the names are identified as a type of alias, they are defined as 'alias'. <p>These definitions correlate to those applied to the whole address. Refer to AUM Chapter 4 - Section 4.1 - Address Grades for description.</p>

Attribute	Description	Rationale
Positional Accuracy	<p>This should identify the accuracy of the geocoded point assigned by the NSW Address Database custodian, LPI.</p> <p>The accuracy should be defined as per the levels defined in G-NAF, as shown in the table below.</p>	<p>In addition to the definitions provided by PSMA, ISO19113 defines three types of accuracy which can also be applied:</p> <ol style="list-style-type: none"> 1. Absolute or external accuracy: closeness of reported coordinate values to values accepted as or being true. 2. Relative or internal accuracy: closeness of the relative positions of features in a database to their respective relative positions accepted as or being true. 3. Gridded data position accuracy: closeness of gridded data position values to values accepted as or being true.

Reliability Level	Description	Example
1	Geocode resolution recorded to appropriate surveying standard.	Address level geocode was manually geocoded with a GPS.
2	Geocode resolution sufficient to place centroid within address site boundary.	Address level geocode was automatically calculated by centroiding the cadastre property it correlated to.
3	Geocode resolution sufficient to place centroid near (or possibly within) address site boundary.	Address level geocode was automatically calculated by calculating where on the road the address was likely to appear based upon other bounding geocoded addresses.
4	Geocode resolution sufficient to associate address site with a unique road feature.	Street level geocode automatically calculated by using the road centreline reference data.
5	Geocode resolution sufficient to associate address site with a unique locality or neighbourhood.	Locality level geocode automatically calculated by centroiding the gazetted locality for this address.
6	Geocode resolution sufficient to associate address site with a unique region.	Locality level geocode derived from topographic feature.

Attribute	Description	Rationale
Status	<p>This should define the status of an Address String supplied to LPI by a Data Producer.</p> <p>The following Status Values can be attributed to each Address String:</p> <ul style="list-style-type: none"> • Authoritative Primary Address • Authoritative Alternative Address • Non-Authoritative Primary Address • Non-Authoritative Alternative Address • Alias Address 	<p>This is required to assist users in determining the authoritativeness or accuracy of an address.</p> <p>Refer to AUM Chapter 4 - Section 4.1 - Address Grades.</p>
Lifecycle Stage	<p>This should define the point at which an address has been included in the NSW Address Database by a Data Producer.</p> <p>The Lifecycle Stages are:</p> <ul style="list-style-type: none"> • Proposed • Provisional • Current • Historical 	<p>This is required to assist users in determining the currency of an address.</p>
Persistent Address Identifier	<p>The Persistent Address ID is a code that can be allocated by the NSW Address Database custodian, LPI, when the address is first produced.</p>	<p>This is required to facilitate the exchange and management of address data in NSW.</p>
Type of Address	<p>This should include:</p> <ul style="list-style-type: none"> • Water-Based • Not-Connected • Mail-Only • Habitable • Commercial 	<p>This is required to define whether the address site is habitable, commercial, water-based or mail-only location or a location which is not linked to the address network.</p>
Timestamp	<p>This should include:</p> <ul style="list-style-type: none"> • Date of Establishment as a Core Address String • Date of Quality Checks by LPI • Date of Quality Checks by LPI • Date last updated 	<p>Timestamps are required to determine the relevance and reliability of an address string.</p>
Contributor Database Name	<p>This should include:</p> <ul style="list-style-type: none"> • Name of Data Production Database • Location of Data Production Database 	<p>This is required for the purposes of lineage.</p>
Contributor Details	<p>This should include:</p> <ul style="list-style-type: none"> • Name of Data Production Contributor • Location of Data Production Contributor 	<p>This is required for the purposes of lineage.</p>

4.5 Core Address Components

These are the minimum components which LPI as custodian of the NSW Address Database will maintain for each address.

Component	Description
Address Number	<p>This is the identifying characteristic which delineates the address from those on the same road and within the same locality.</p> <p>This can include sub address numbering elements.</p>
Road Name and Road Type	<p>Road Names and Types are defined in AUM Chapter 2 - Section 2.4.3 and Chapter 6 - Section 6.7 Authority for Road Naming.</p> <p>Road Name and Type information is derived from Gazetteer of Road Names.</p>
Locality Name	<p>Locality Names and Boundaries are defined in AUM Chapter 2 - Section 2.4.4 and Chapter 6 - Section 6.8</p> <p>Authority for Locality Names and Boundaries.</p> <p>Locality Name and Boundary information is derived from the Gazetteer of Place Names.</p>
State Name	<p>This identifies the Australian State in which the address is located.</p> <p>Field attributed within the NSW Address Database.</p>
Geocode	<p>Each Authoritative Address must contain a geocode.</p> <p>The geocode must be described in the NSW Address Database with a minimum of one of the Officially Preferred types provided in AUM Chapter 4 - Section 4.7 - Geocode Types.</p> <p>Where Core Address Data is provided by a Data Producer to LPI without an Officially Preferred type of geocode, one shall be assigned by LPI.</p> <p>Multiple geocodes can be ascribed for each address.</p> <p>One default geocode will be assigned by LPI to all authoritative address instances held in the NSW Address Database and this geocode should be the Site Centroid.</p>

4.6 Additional Address Components

Where applicable and available the following information shall be stored by the NSW Address Database custodian, LPI, and can be provided to users where appropriate:

- Change-Log History (including address status changes).
- Alias road name, locality name and road type.
- For sub addressing purposes a building or site name can be considered part of the address.

4.7 Geocode Types

Geocode types have been derived from AS/NZS 4819, and are described in following table.

The default geocode type to be assigned in all instances of address strings maintained in the NSW Address Database is the *Site Centroid*.

Geocode feature type	Description
Building access point	Point of access to the building.
Building centroid	Point as centre of building and lying within its bounds (e.g. for U-shaped building).
Centre-line dropped frontage	A point on the road centre-line opposite the centre of the road frontage of an address site.
Driveway frontage	Centre of driveway on address site frontage.
Emergency access	Specific building or property access point for emergency services.
Emergency access secondary	Specific building or property secondary access point for emergency services.
Front door access	Front door of building.
Frontage centre	Point on the centre of the address site frontage
Frontage centre setback	A point set back from the centre of the road frontage within an address site.
Letterbox	Place where mail is deposited.
Property access point	Access point (centre of) at the road frontage of the property.
Property access point setback	A point set back from the (centre of the) access point at the road frontage of the property.
Property centroid	Point of centre of parcels making up a property and lying within its boundaries (e.g. for L-shaped property).
[service type] connection point	The utility connection point (e.g. box or underground chamber). 'Service type' to be specified (e.g. water, electricity, gas, telephone).
[service type] meter	The utility meter (e.g. box or underground chamber). 'Service type' to be specified (e.g. water, electricity, gas, telephone).
Unit centroid	Point at centre of unit and lying within its bounds (e.g. for U-shaped unit).
Site centroid*	<p><i>Point of centre of site and lying within its boundaries (e.g. for L-shaped site)</i></p> <p><i>For a property-based address site the geocode will be the Property Centroid (as described above). For a non-property-based address site the geocode will be centre of the feature.</i></p>

* Not catered for in AS/NZS 4819 - developed exclusively for the purposes of the NSW Address Policy

Chapter 5

Address Data Verification and Usage

5 Address Data Verification and Usage

This chapter contains the Address Data Verification requirements and Address Data Usage functions that support the NSW Address Policy.

Verification - outlines details of data verification service delivery provisions for the NSW Address Database.

Usage - defines a set of roles and responsibilities for Data Users and provides for a confirmation of address service.

5.1 Address Data Verification

This section defines requirements for LPI, as custodian of the NSW Address Database, to provide mechanisms which enable users to verify address data.

Policy	Specifics
Provision of data from the NSW Address Database will be facilitated in multiple formats which will allow users to access the information as per agency-specific business rules	<p>Various service delivery mechanisms will be maintained by LPI for provisioning access to the NSW Address Database. These include:</p> <ol style="list-style-type: none"> 1. Web services. 2. Batch validation services. 3. Instance based, manual online queries. 4. Offline media delivery services.
Address Verification Web Services (AVWS) will be provisioned by LPI to supply access to the NSW Address Database	<ol style="list-style-type: none"> 1. Ability for users to identify the authoritative primary or alternative address via a search and validation service should be provisioned to support queries pertaining to alias address functionality and spatial checks to resolve alias usage, along with other functionality as required. 2. Data interaction and exchange services should be provisioned to allow for: <ul style="list-style-type: none"> • custodian editable business rules to support predictive text, corrective actions, alternate suggestions and/or error messages • pre-approved, reserved and provisional address data supply functionality to support real-time transactions for early-captured address data • AVWS registered users to access data via web services for the purposes of address management, including address database maintenance, updating, anomaly resolution, imports, integrity reporting and database scrubbing to identify candidate alias naming.
Access to address data should include provision of a mechanism which can record errors or omissions detected by users	<p>The NSW Address Database custodian, LPI, should consider mechanisms to:</p> <ul style="list-style-type: none"> • find efficient opportunity to monitor use of non-authoritative address data • inform maintenance of effective capacity for address searching and matching, and • inform advice to address custodians of areas of address or location uncertainty.

5.2 Address Data Usage

This section describes requirements for usage of address data in NSW. The purpose is to outline responsibilities and requirements for address data usage and reporting of issues.

5.2.1 Usage of Address Data

Users of address data are encouraged to utilise and reference authoritative address data produced, endorsed by Local Government and approved by the GNB, as contained in the NSW Address Database maintained by LPI.

Where a user becomes aware that an address does not adequately represent, identify or locate a site they should advise the NSW Addressing Committee and/or the relevant Local Government.

A mechanism should be provided to allow communication channels throughout the address supply chain, and also between Data Users and Data Aggregators. This will facilitate the reporting of any errors or omissions in the data. In instances where advice contradicts authoritative information in either the Gazetteer of Road Names or the Gazetteer of Place Names and corrective action is not required, the reported issue could be used to derive alias address information.

5.2.2 Confirmation of Address

In order to facilitate the use and verification of authoritative address data, a service should be provided by LPI to enable Data Producers, Data Aggregators, Data Distributors and Data Users to confirm an address(es) for a site.

This service will facilitate the requirement to exchange address information for the purposes of business transactions.

This supports the NSW Address Policy objective of increasing the use of authoritative address information.

Data to be provided through an address confirmation service may include:

- Name of Property or Addressable Point of Interest - Site Description (either a title number or textual description).
- Textual Address String for each available Address Grade - refer to AUM Chapter 4 - Section 4.1 - Address Grading.
- Map of spatial address.
- Spatial Coordinates - longitude and latitude - for Address String geocode.

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Chapter 6

Addressing Principles

6 Addressing Principles

This chapter contains a set of principles which shall apply to all instances of address numbering, road naming and locality definition in NSW.

The contents include:

- 6.1 - General Principles of Addressing
- 6.2 - General Principles of Numbering
- 6.3 - Principles for Urban Numbering
- 6.4 - Principles for Rural Numbering
- 6.5 - Principles for Sub-Address Numbering
- 6.6 - Principles for Water-Based Numbering
- 6.7 - Principles of Road Naming
- 6.8 - Principles of Locality Naming and Boundaries
- 6.9 - Principles of Geocoding
- 6.10 - Road Types List
- 6.11 - Duplicated Localities in NSW

6.1 General Principles of Addressing

Description

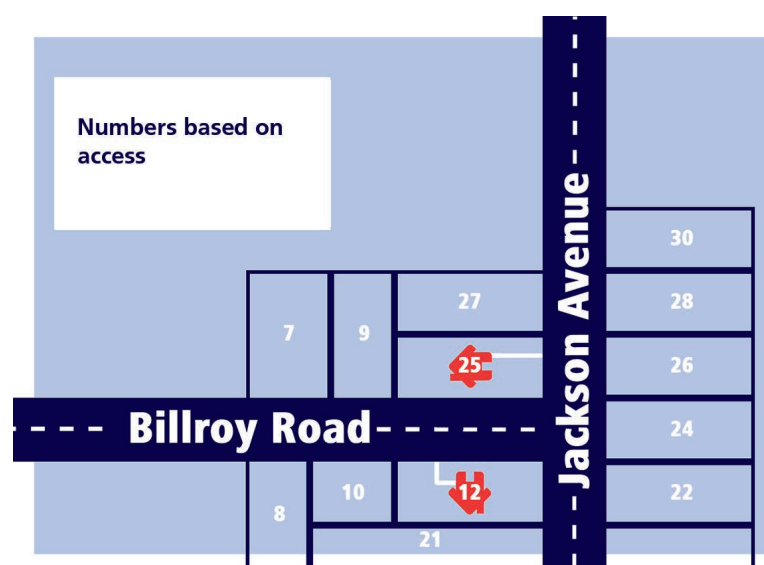
The following general principles apply for all addressing in both urban and rural environments. Description of an address site is available in AUM Chapter 2 - Section 2.5.4 - NSW Address Database.

Principles

6.1.1 Determination of Address Number

The main access, or where access is most likely to occur for a visitor, from a road to an address site (e.g. front door) determines the primary address. Sometimes there might be separate vehicular and pedestrian access to a site. The primary address should be allocated to the pedestrian access point; the alternative address should be allocated to the vehicular access point. Where pedestrian access is provided via a pathway, not a named road, the pathway shall be named in accordance with Principle 6.7.3 - Roads to be Named.

Figure 6.1



See example in Figure 6.1 - Determination of Address Number which details how access points should be chosen for corner sites. Also refer to Principle 6.2.4 - Renumbering due to Redevelopment for details on determining an address for sites under development or Principle 6.1.4 - Alternative Addresses for details of alternative address allocation.

6.1.2 One Road Name

Each address shall have only one road name. Where there are private roads within a complex site, the names of those roads shall be used for addressing purposes. See example in Figure 6.2 for details of a private road with multiple address sites.

Figure 6.2



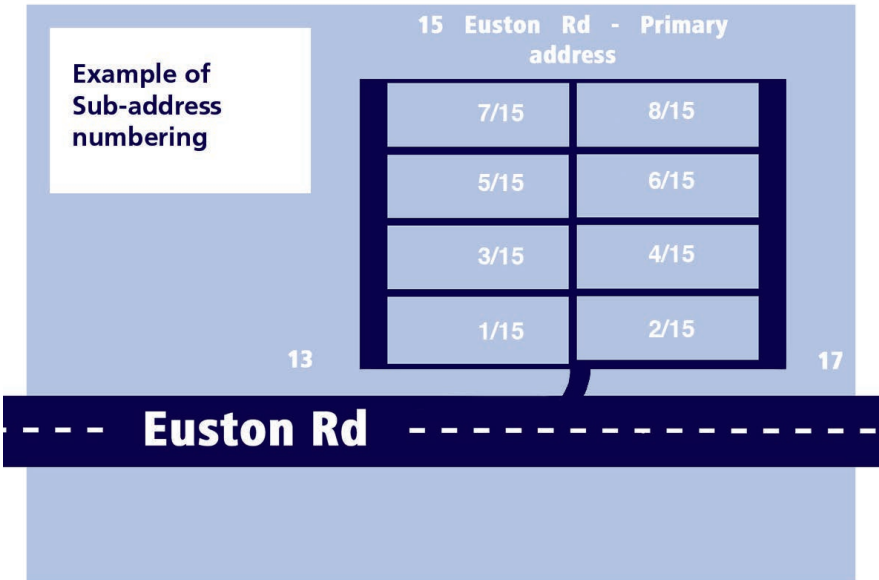
6.1.3 Sub-addressing

Sub-address numbering shall be used for address sites that are contained within a primary address site e.g. an apartment building, block of flats or marina.

Generally, sub addresses are defined because there is one main access point from the road to the property from which many locations can then be accessed.

Specific principles which apply to sub-addressing can be found in Section 6.5 - Principles for Sub-Address Numbering and an example is shown in Figure 6.3.

Figure 6.3



6.1.4 Alternative Addresses

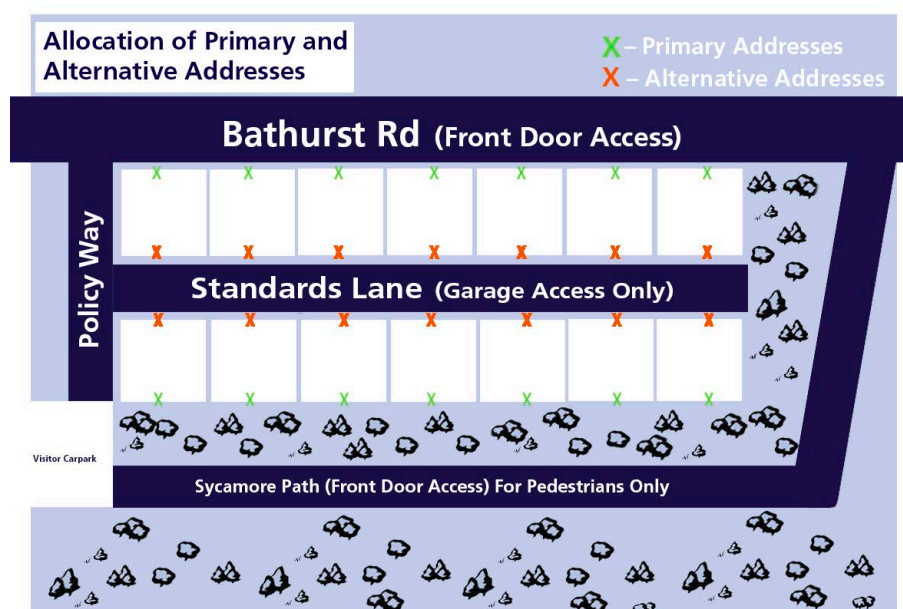
Where a primary address site has more than one access point, it may be assigned one or more alternative addresses. Examples include:

- A corner site that has developed access from two roads.
- A site that has multiple access points from dual frontage or a separate access lane.
- A large site that has multiple developed access points on the same road.
- A large complex that occupies an entire block with multiple developed access points.

Corner sites with only one access point shall have only one address - on the road that the site is accessed from.

Refer to Figure 6.4 for details of allocation of Primary and Alternative Addresses.

Figure 6.4



6.1.5 Alternative Addresses on Sub-address Sites

Sub-address sites shall be assigned only one address, and shall not have an alternative address. The assigned address shall be based on the access to the site, as per Principle 6.1.1 - Determination of Address Number.

6.1.6 Naming and Numbering across Boundaries

As per Principle 6.7.7 - Road Extents and Principle 6.2.1 - Address Numbers, addresses on a road which crosses Locality and/or LGA and/or State boundaries shall continue in sequential order for its entire length. This also applies where a road is being extended and new address points are required for the new section - the numbering shall maintain the integrity of the existing numbering sequence. Discussion and agreement between the authorities responsible will be required to ensure that naming and numbering is applied consistently.

6.2 General Principles of Numbering

Description

Address numbering shall be unambiguous and applied in a logical manner. Address numbers shall be applied to all sites which require unique identification to facilitate access, delivery of services or maintenance of records e.g. asset management.

Principles

6.2.1 Address Numbers

Address numbers shall be:

- a. Unique, clear, logical and unambiguous.
- b. Sequential positive integers commencing from the datum point.
- c. Odd numbers on the left side of the road (from the datum point) and even on the right side - see examples in Figure 6.5 and Figure 6.6. An exception to this principle is where the existing numbering pattern of an area runs opposite to this instruction - in which case numbering shall continue as per existing layout.
- d. Created without prefixes, in the form of preceding alphabetical characters.
- e. Singular, i.e. no number ranging shall be used.
- f. Distinct from Lot Numbers i.e. lot numbers shall not be used in place of an assigned rural or urban address number.
- g. Numbering shall adhere to these principles, regardless of individual preferences regarding number or naming types.

Figure 6.5

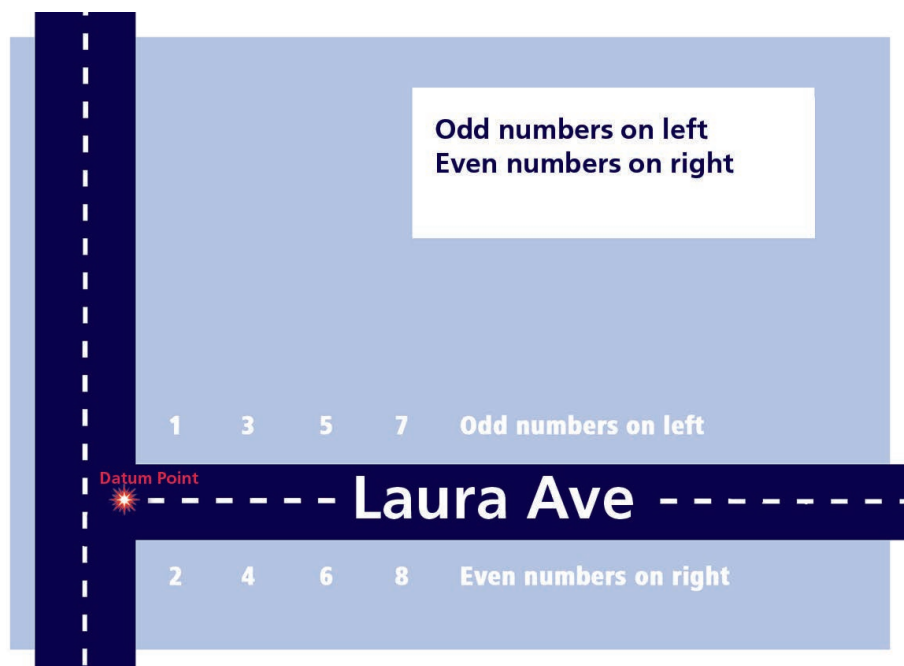
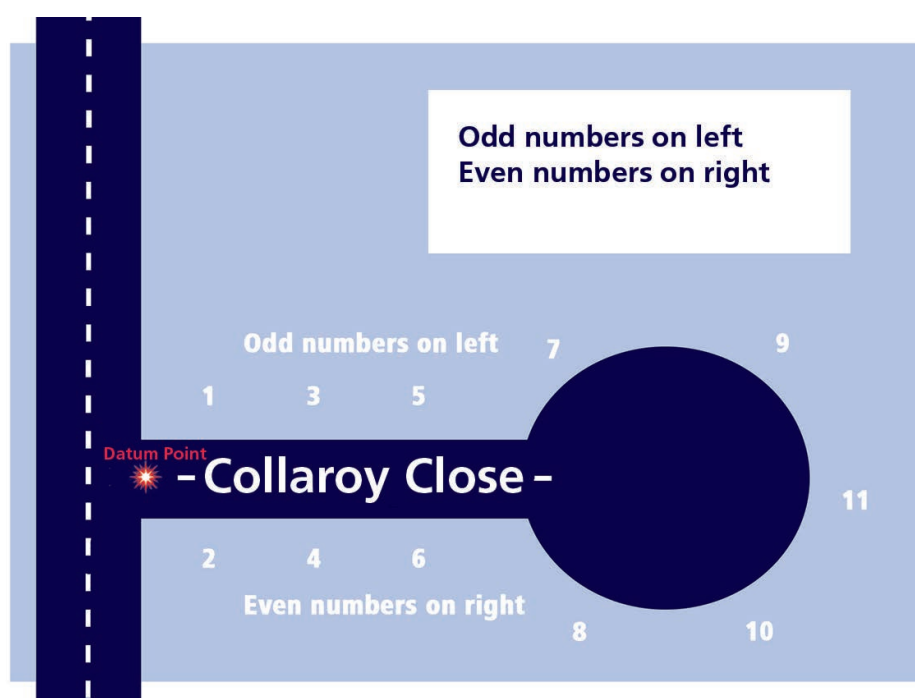


Figure 6.6



6.2.2 Datum Point

A datum point for the start of each road name shall be defined in order to determine address numbering for the road.

A road should start (and the datum point therefore be placed) at the end of the road likely to be accessed on the most frequent basis. Where this is unable to be determined, the datum point should be placed at the end of the road closest to the centre of the locality/town. Where this is unable to be determined, the datum point should be located at the end of the road which is most southern or easterly. Refer to Figure 6.7 and Figure 6.8 for examples.

In the case of staged developments, datum points should be determined based on the complete development plan for the area. Numbers must be estimated and reserved where a road is to be developed in stages. Refer to Principle 6.3.1 - Reserving Numbers for details.

Address numbering shall continue from the datum point for the entire length of a named road, except in rural situations where the numbers become too high. Refer to Principle 6.4.4 - Very Long Roads for more details.

The datum point and existing numbering need not be changed if access to the road is changed. e.g. a road is cul-de-saced at a major intersection. Refer to Figure 6.9.

Refer to Principle 6.2.4 - Renumbering due to Redevelopment in cases where renumbering and reallocation of a datum point is required.

Figure 6.7

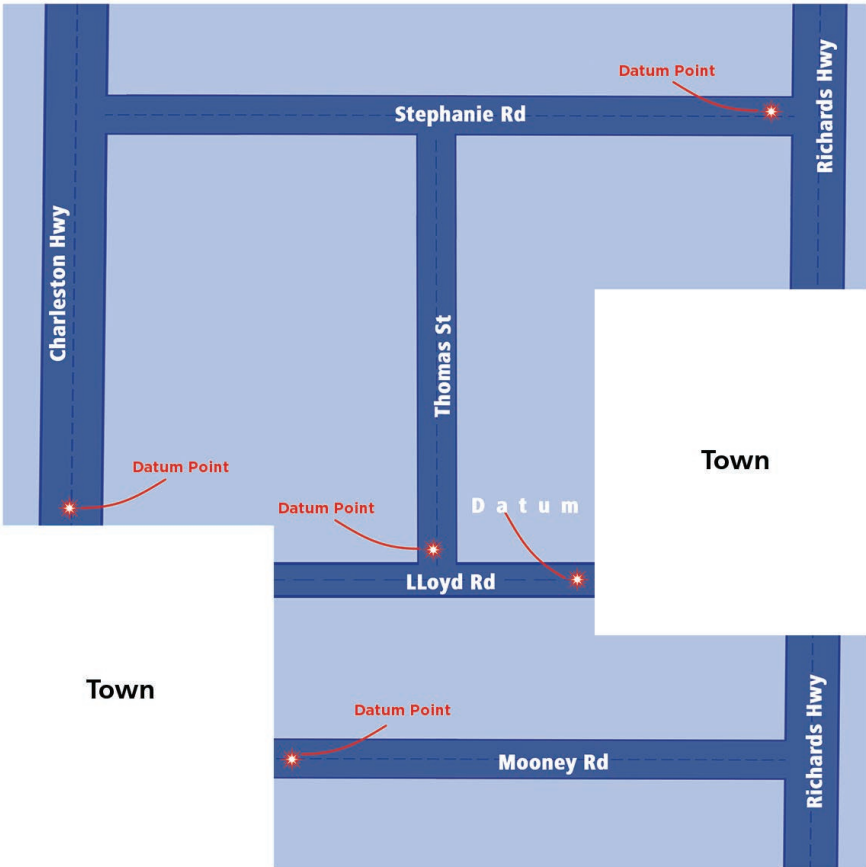


Figure 6.8

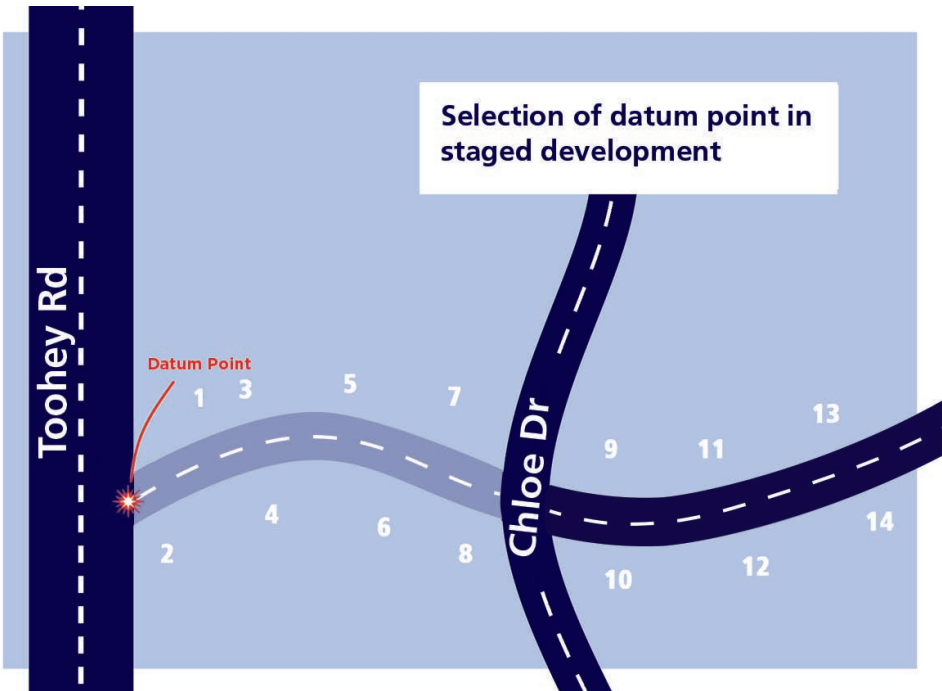
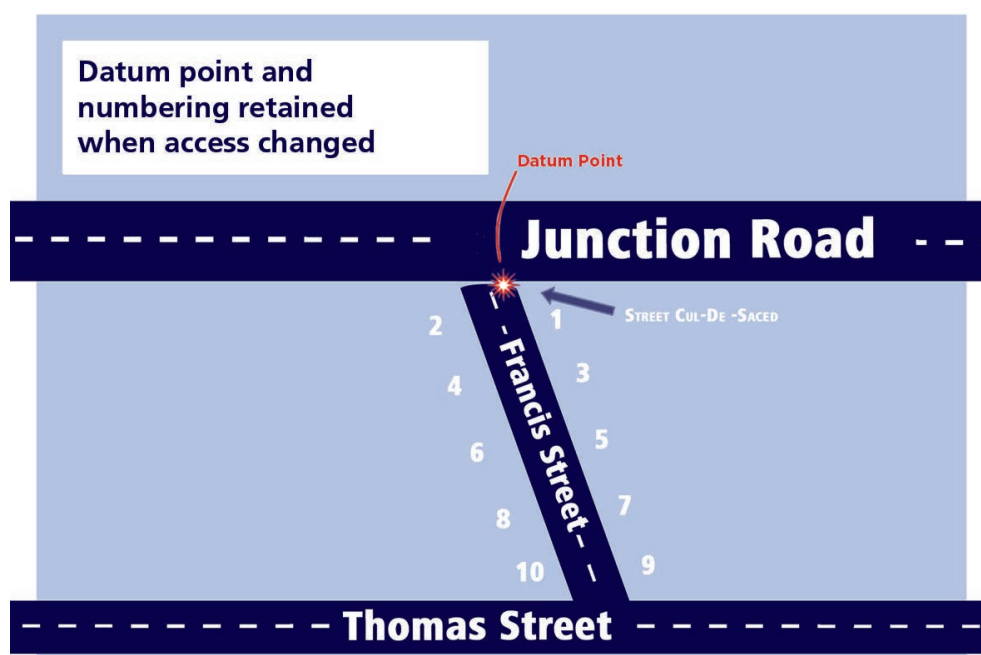


Figure 6.9



6.2.3 Use of Suffixes

Urban infill frequently results in situations where there are no address numbers available for a new address site due to existing numbering on the road. In these situations alpha suffixes shall be assigned for the existing and the new address sites.

Note: Address sites that share access should be treated as sub-address sites and numbering assigned accordingly Refer to Principles Section 6.5 - Sub-Address Numbering. Shared access could be through common property or easements (except where the common property or easement is a private road, in which case it should be named). Refer to Figure 6.10 for example.

Where address sites do not share access but have individual access to the road, alpha suffixes shall be assigned. Alpha suffixes shall start at A, be assigned incrementally, and shall not extend beyond E. Where more than five sites need to be addressed using suffixes, consideration should be given to renumbering surrounding properties. Suffixes may be applied to adjacent address sites to help minimize the extent of the renumbering. The order of suffixes should be in the same direction as the numbering of addresses on the road, as shown in Figure 6.11.

Suffixes shall be assigned to every address site that uses the primary number. Under AS/NZS4819 an address site that is already using the primary number on its own may retain the number provided it is in sequence, as shown in Figure 6.12. However, the preferred method is to assign a suffix to all addresses which utilise the same numeral, as shown in Figure 6.13. Refer to Figures 6.14 and 6.15 for additional advice on number sequencing.

An address that includes a suffix should be recorded with the following details:

- Address number: 18C
- Road name Campbell
- Road Type Street
- Locality name Surrey Hills
- State name New South Wales

Figure 6.10



Figure 6.11

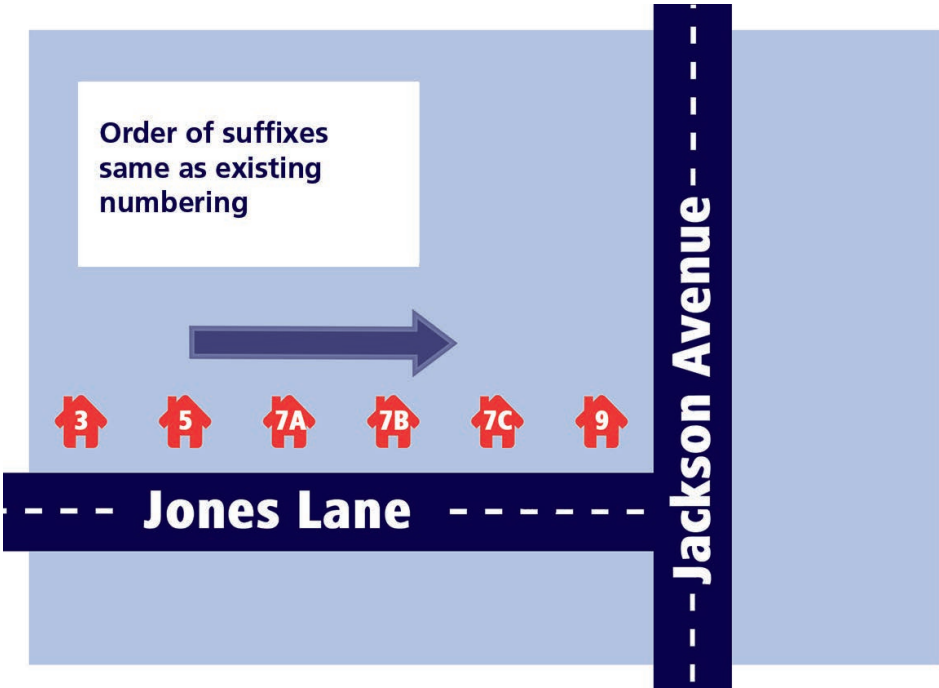


Figure 6.12

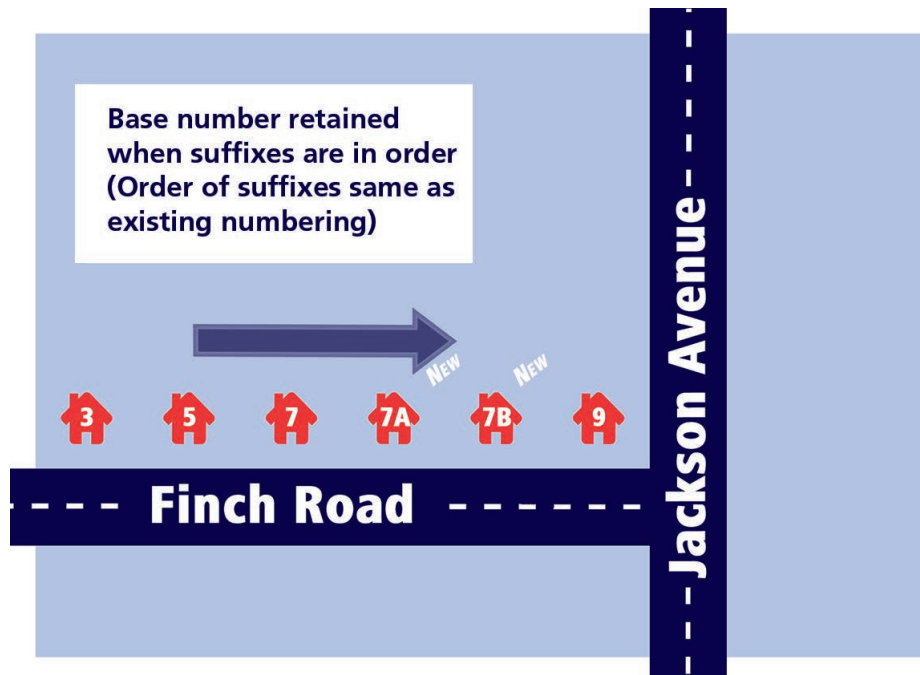


Figure 6.13

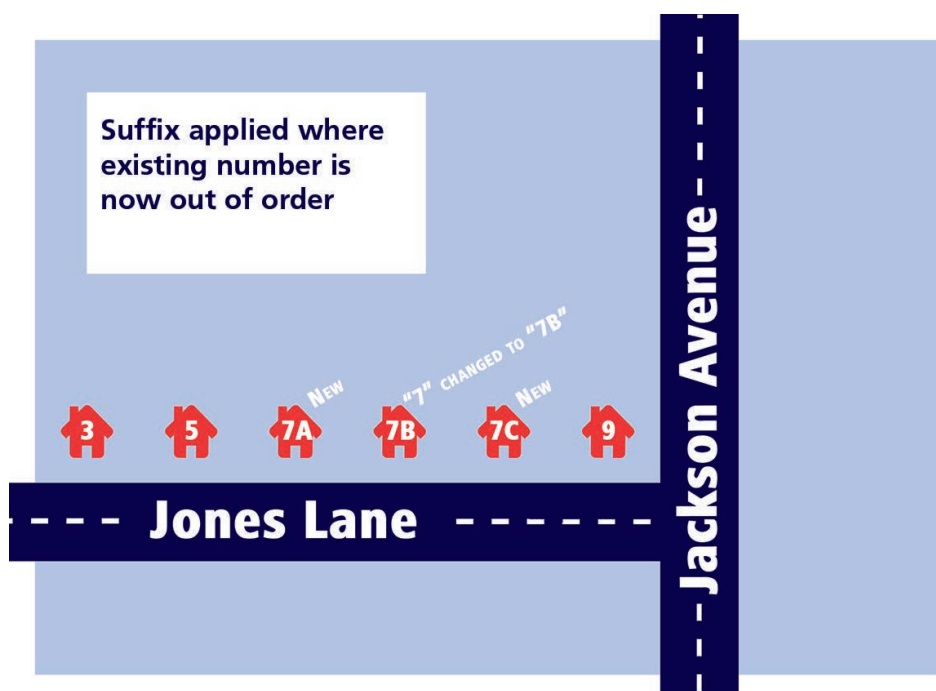


Figure 6.14

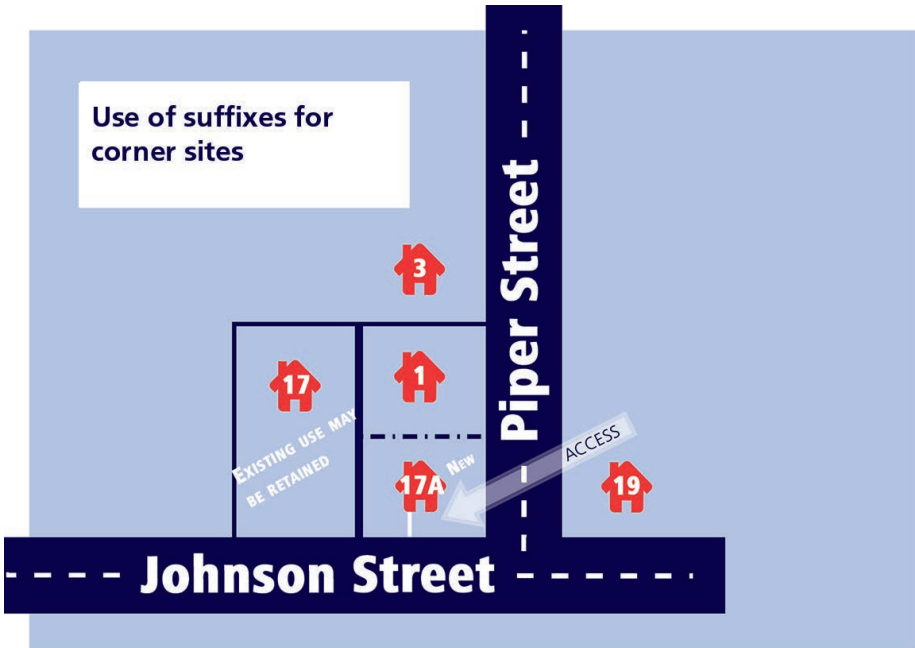
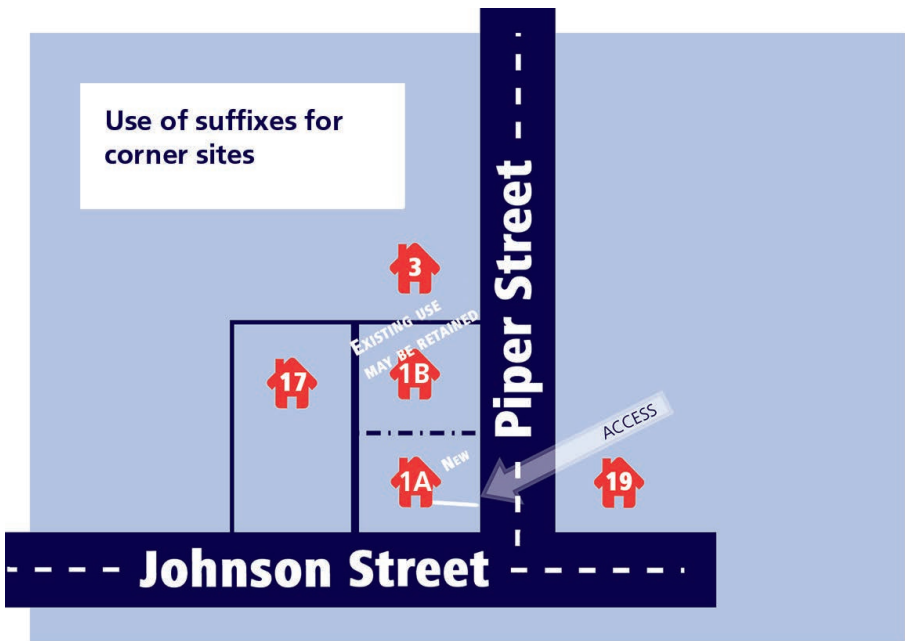


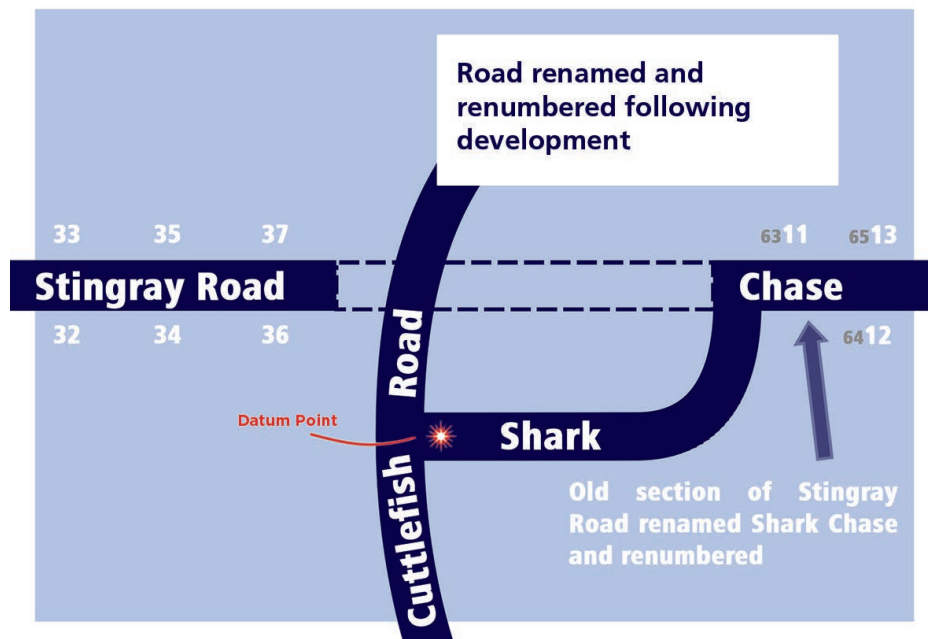
Figure 6.15



6.2.4 Renumbering due to Redevelopment

When a portion of a road is renamed as a result of redesign or redevelopment and the integrity of the existing numbering cannot be maintained, address sites shall be renumbered as part of the process of renaming the road section. For this, a datum point shall be selected for the amended road section and numbering applied as per these principles. Refer to example in Figure 6.16.

Figure 6.16



6.3 Principles for Urban Numbering

Description

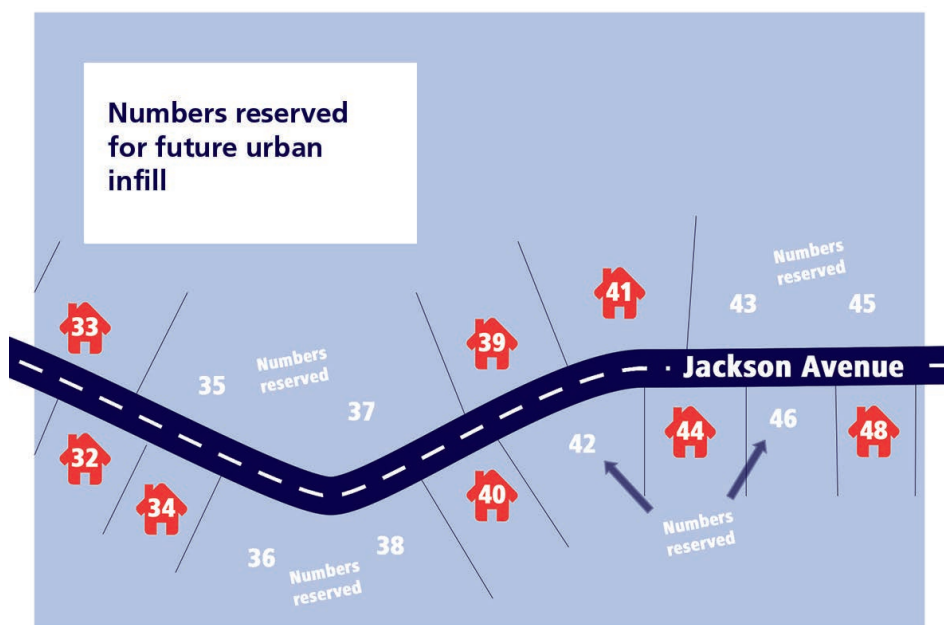
Urban numbering shall meet all the requirements of the general principles of numbering such that all addresses will be intuitively clear to all who need to locate an address.

Principles

6.3.1 Reserving Numbers

Additional numbers should be reserved for address sites with abnormally wide frontages or where there is potential for urban infill. This will mean there are potentially 'gaps' in the number sequence - this will not be an issue as long as Principle 6.2.1 - Address Numbers is applied and ranging is avoided. Reserving numbers means sufficient numbers should be available for any possible future development design. Refer to Figure 6.17 for details.

Figure 6.17

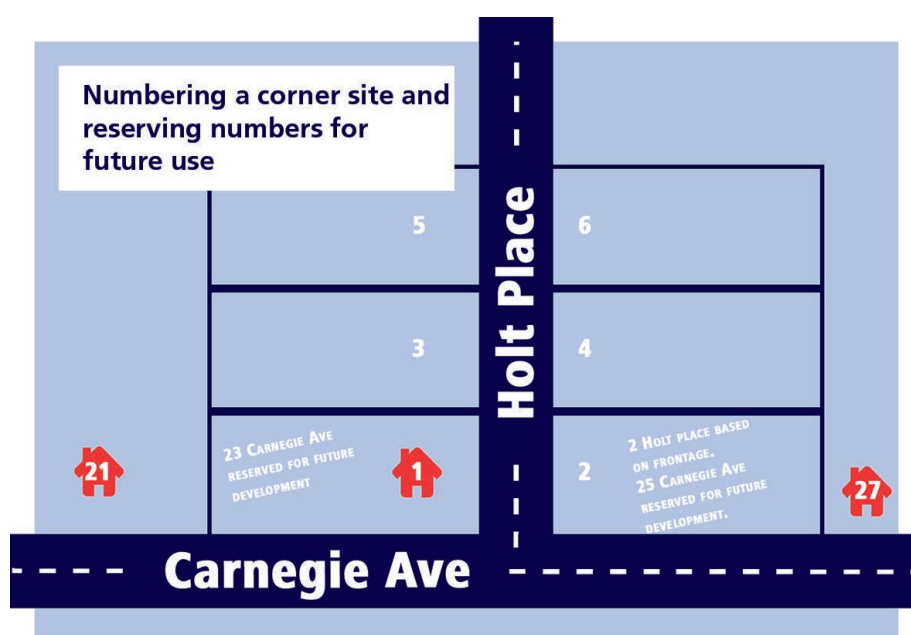


6.3.2 Numbering a Corner Site

An address site on a corner shall be given an address number on the road from which access is provided. An address number shall be reserved on the other road to allow for future development, unless it is assigned as an alternative address (if access can also be gained from that road).

When an address number is assigned to a corner site before any development takes place, the number shall be on the road with the narrowest frontage to the site, as this best accommodates potential future redevelopment of the site. If access is subsequently created from the other road, the address shall be numbered to that road. Refer to Figure 6.18 for an example.

Figure 6.18



6.4 Principles for Rural Numbering

Description

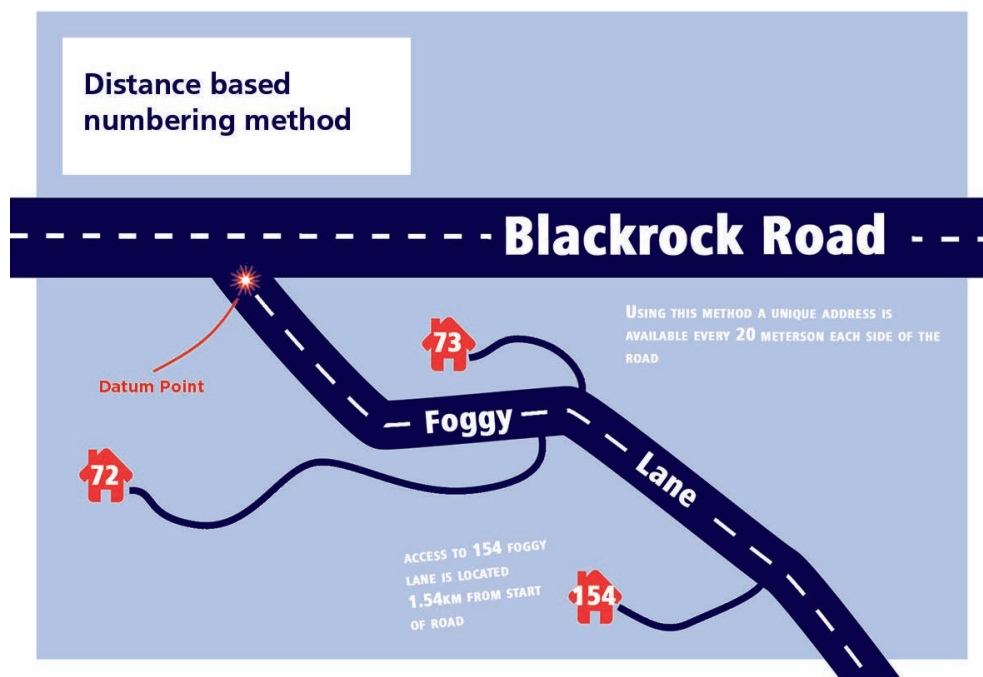
Rural numbering, when applied according to these principles will result in any rural location/site being easily located.

Principles

6.4.1 Distance Based Numbering System

The system for determining address numbers in rural and semi-rural areas is based on the distance of the access point from the road datum point (refer to Principle 6.2.2 - Datum Point). This distance is measured in metres and then divided by 10 - after which the number is then rounded to the nearest odd number (for points on the left side of the road from the datum point), or nearest even number (for points on the right side of the road). Refer to Figure 6.19 for example.

Figure 6.19



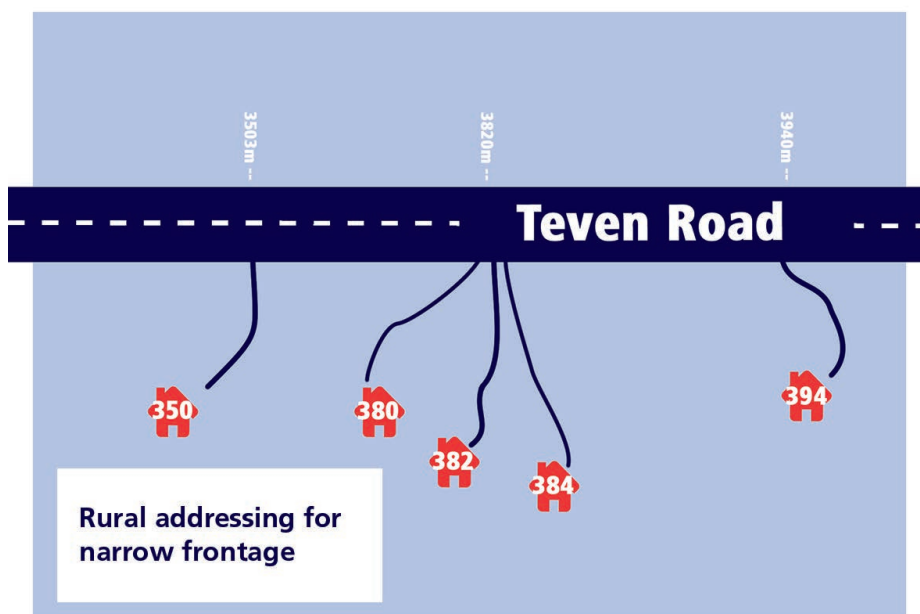
6.4.2 No Access Point to a Road

Where a rural address site is missing an access point (e.g. the site is a paddock with access only granted through an internal gate network) a rural number may be assigned based on the central point of the road frontage for the land parcel. If an access point is subsequently created, a new rural number should be assigned to replace the previous number.

6.4.3 Close Address Sites

Where the access points for multiple address sites are within or across the minimum step intervals of 20 metres, the distance criteria may be varied subject to maintaining the overall integrity of the rural numbering system. If it is not possible to determine a separate number for the site, suffixes may be added in accordance with Principle 6.2.3 - Use of Suffixes. Refer to Figure 6.20 for an example.

Figure 6.20



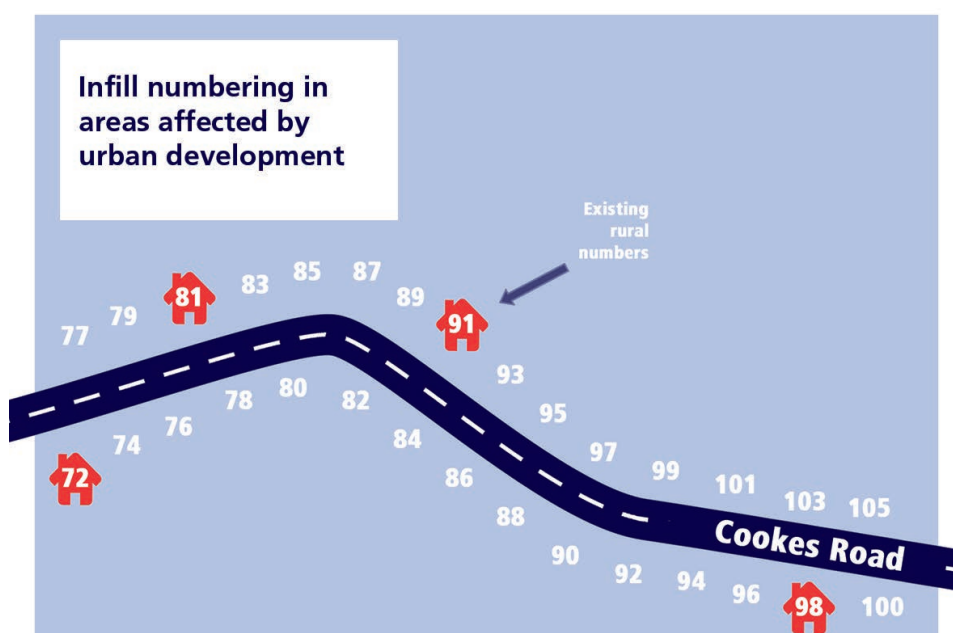
6.4.4 Very Long Roads

If rural address numbers are likely to exceed 5 digits as a result of length of the road being more than 1,000 km, then an additional datum point shall be established at a major town or intersection and the numbering restarted. The direction of numbering shall continue in the same order as the previous section.

6.4.5 Rural Areas Affected by Development

Where a rural area becomes more urban, any previously assigned rural numbers should be retained if the integrity of the numbering sequence and logic can be maintained. New numbers may be assigned between the previously assigned rural numbers. Refer to Figure 6.21 for example. If the address points are located at a distance shorter than 20 metres apart and unambiguous numbering cannot be assured, alpha suffixes should then be applied.

Figure 6.21

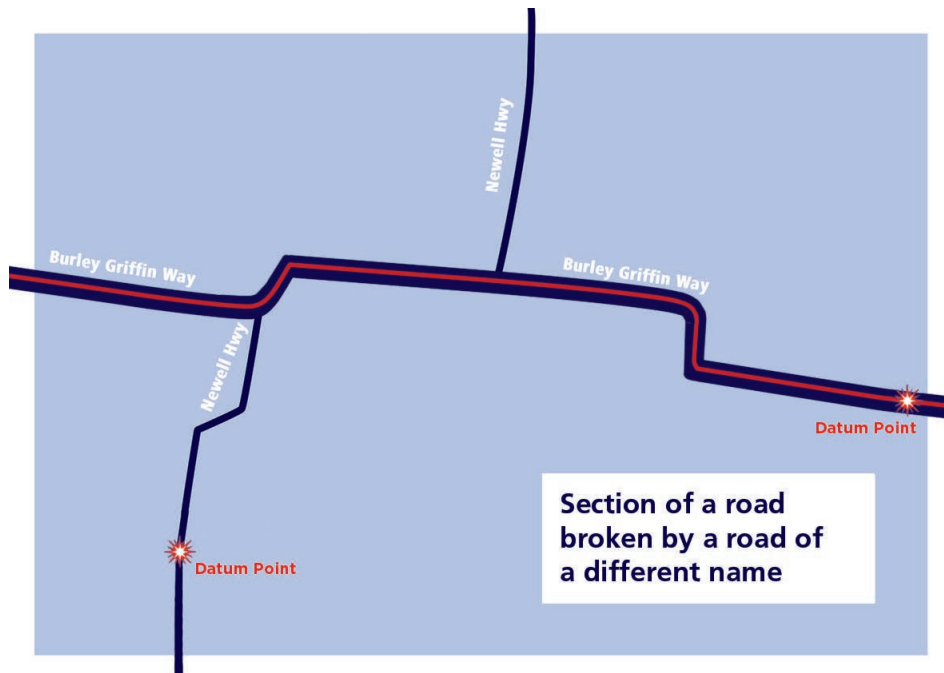


6.4.6 Rural/Urban Fringe Areas

The following apply to all roads that cross between, over or through a combination of rural and urban areas:

- a. If the road name is the same in both rural and urban areas the rural numbering method shall continue through the town.
- b. If a section of a road is assigned a separate name in an urban area or town, the urban numbering method shall apply to the extent of that separate name. The rural numbering shall continue beyond the section but shall include the distance through the town. Refer Figure 6.22.

Figure 6.22



6.5 Principles for Sub-Address Numbering

Description

Sub address numbering principles enable multiple address sites within an existing address site to be clearly and logically addressed. For example, offices in a multistorey building, apartments in a complex, strata titles or an industrial site with a common shared driveway (which does not act as a roadway).

Principles

6.5.1 Sub-Address Numbering

The address number for a sub-address site shall consist of the sub-address number followed by the number of the primary address site or, in some cases, the alternative address number. See Figure 6.24 for example.

The address number for a sub-address site shall not consist of the primary number on its own e.g. 15 Euston Road. See Figures 6.23 and 6.25 for examples.

Figure 6.23

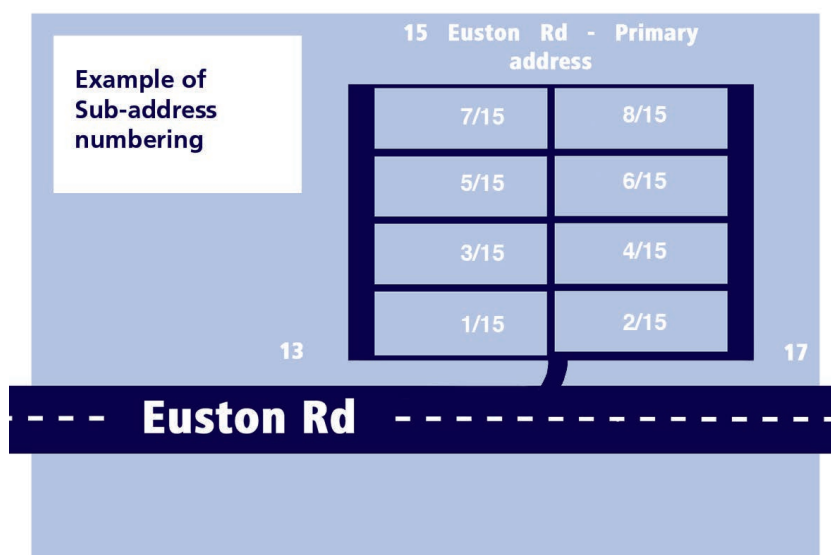


Figure 6.24

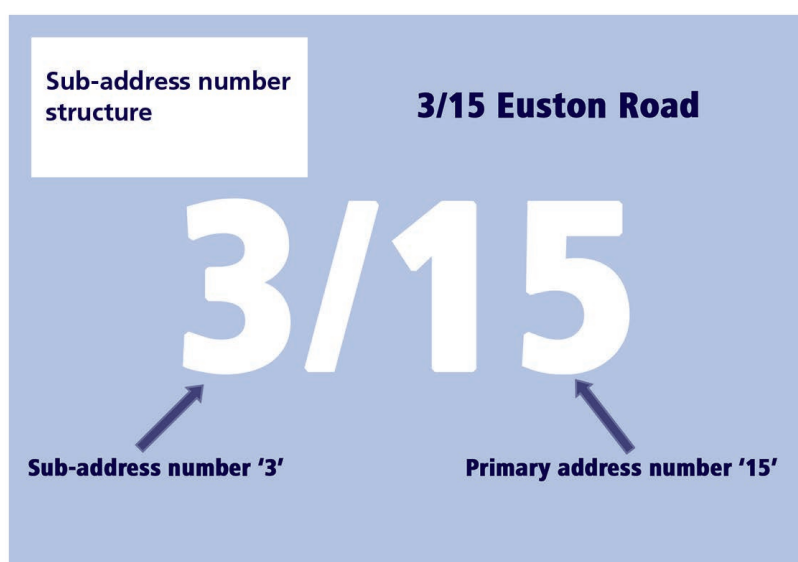
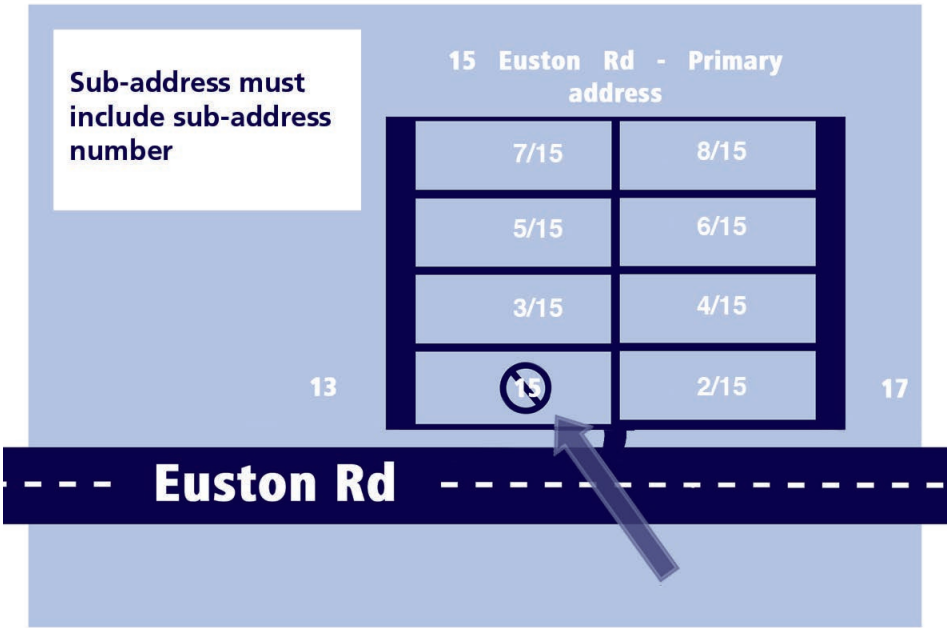


Figure 6.25



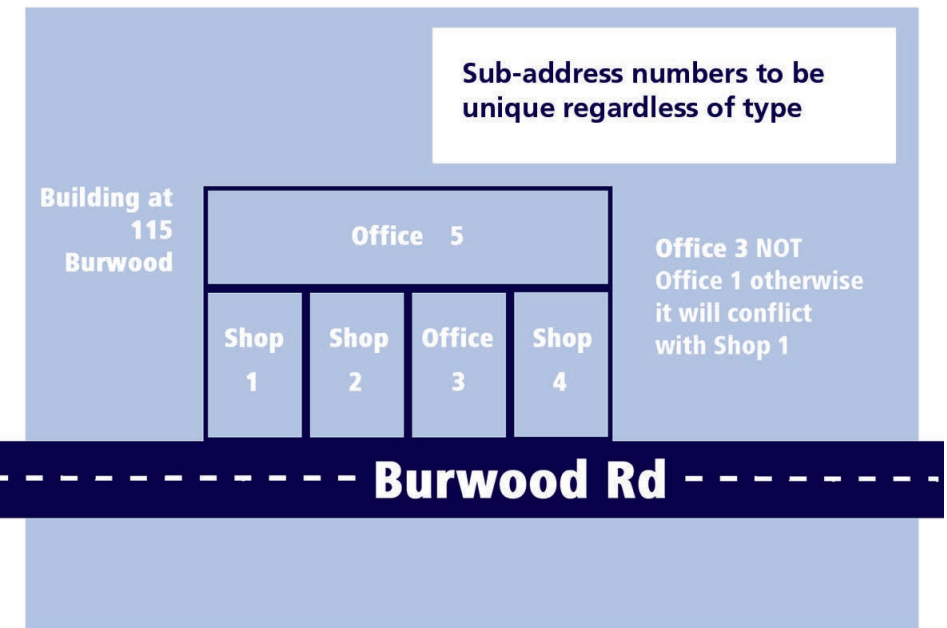
6.5.2 Primary Address Site Numbering

In addition to assigning sub-address numbers for all sites, an address number shall be assigned uniquely to the primary address site that contains the sub-address sites e.g. 15 Euston Road.

6.5.3 Uniqueness

Sub-address numbers shall be applied in a logical sequence and within a primary address site shall be unique, regardless of the type of the address site. Refer to Figure 6.26.

Figure 6.26



6.5.4 Types of Sub-Addresses (from AS4590: 2006)

A type may be assigned to a sub-address number as appropriate e.g. unit, flat, shop, however this is not a mandatory address element. Refer to the list of types in the Table - Types of Sub-Addresses available at the end of this section, which shows a selection of types from AS4590.

When the unit type is recorded, it should be done as follows:

Unit type	Shop
Address number	1/115
Road name	Burwood
Road Type	Road
Locality name	Burwood
State name	New South Wales

When the building identifier and/or name is recorded, it should be done as follows:

Building Identifier and/or name	Building 45
Address number	1/115
Road name	Burwood
Road Type	Road
Locality name	Burwood
State name	New South Wales

When a building identifier or name and/or unit type is recorded, it should be done as follows:

Building Identifier and/or name	Building 45
Unit type	Shop
Address number	1/115
Road name	Burwood
Road Type	Road
Locality name	Burwood
State name	New South Wales

Types of sub-addresses

Code	Description	Code	Description
APT	Apartment, Studio Apartment	MSNT	Maisonette
BTSD	Boatshed	MBTH	Marine Berth
BLDG	Building	OFFC	Office
BNGW	Bungalow	RESV	Reserve
CARP	Carpark	ROOM	Room
CARS	Carspace	SHED	Shed
CTGE	Cottage	SHOP	Shop
DUPL	Duplex	STOR	Store
FCTY	Factory	STR	Strata unit
FLAT	Flat	SUBS	Substation
GRGE	Garage	SE	Suite
HALL	Hall	TNHS	Townhouse
HSE	House	UNIT	Unit
KSK	Kiosk	VLLA	Villa
LBBY	Lobby	WHSE	Warehouse
LOFT	Loft	WKSH	Workshop
LOT	Lot		

6.5.5 Multi-level Sub-Address Allocation

A multi-level site is a building with more than 2 levels. Except where an address site covers one or more levels, sub-address numbers in multi-level buildings shall consist of two parts.

The first part shall be one or more alphanumeric characters which represent the level and room. The last two digits shall be the address number for the site (this is commonly referred to as 'hotel-style numbering'). Refer to Figure 6.27.

The last two digits in the sub-address number shall be unique on that level. Those digits shall be allocated in a logical sequence to each address site.

A zero shall be interposed in the numbering of the first nine address sites on each level for clarity e.g. for level 3 unit 9, the number shall be 309, not 39.

The level part of the sub-address number will normally be the number of the level e.g. 309 is on level 3. A level type code may be used in appropriate cases, such as 'ground', 'mezzanine', or 'basement' level. The appropriate level type shall be selected from those provided in the Table of Level Types and Codes. Refer to Figure 6.28.

A sub-address number which includes a level type code should be recorded as follows:

Address number	B02/53
Road Name	Sussex
Road Type	Street
Locality	Newtown

Where there are multiple levels for a particular level type, the level type code and a number may be used in combination. See Figure 6.29.

Level numbers shall increase with height unless the levels are below ground, in which case they shall increase with depth (e.g. level B3 is below level B2). The ground floor should be assigned 'G', and should not be assigned '0' or '1'.

An address site that occupies an entire level should be assigned a sub-address number as if it is the first address site on that level e.g. for level 4, the sub-address number would be 401. Alternatively, where the address site occupies multiple levels and one of these levels is being used to identify the access point, the address should include the level type and its number shall be selected from the Table of Level Types and Codes.

A sub-address that is an entire level should be recorded as follows:

Level type and number	601
Address number	24
Road name	Castlereagh
Road Type	Street
Locality	Sydney

or

A sub-address number on the ground floor in a multi-level building should be recorded as:

Level type and number	G
Address number	G09/27
Road name	Sussex
Road Type	Street
Locality	Sydney

Where there are insufficient numbers available for all of the address sites on a level e.g. for car park sites in a large car park building, alternative logical numbering methods may be applied provided the sub-address numbers are unique and unambiguous. A potential option is the use of suffixes (as described in Principle 6.2.3 - Use of Suffixes).

Figure 6.27

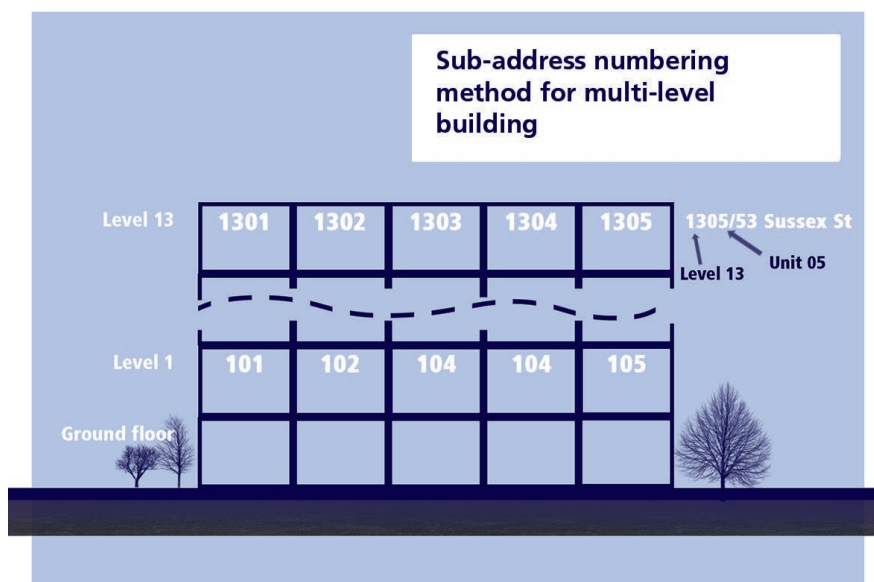


Figure 6.28

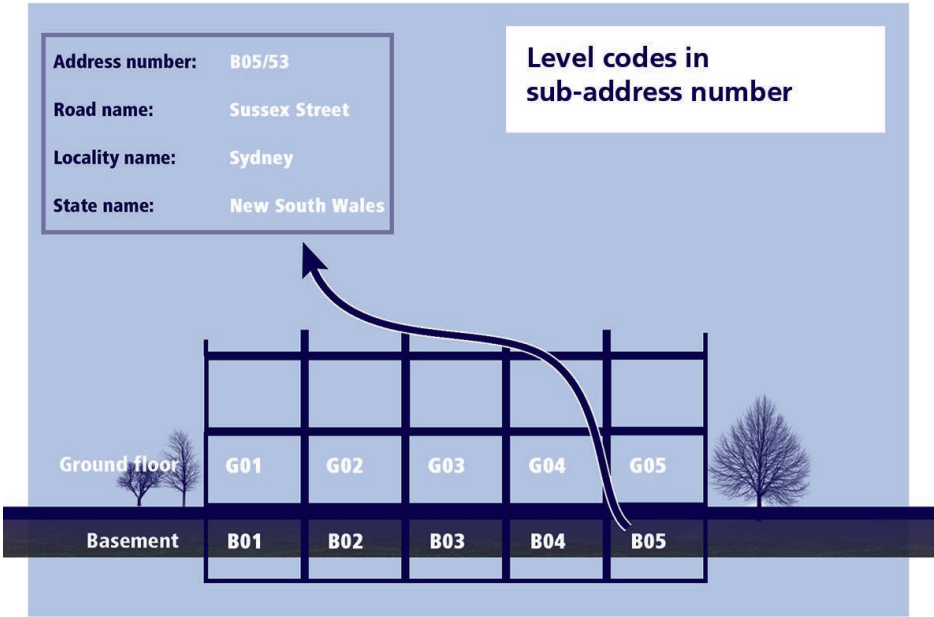
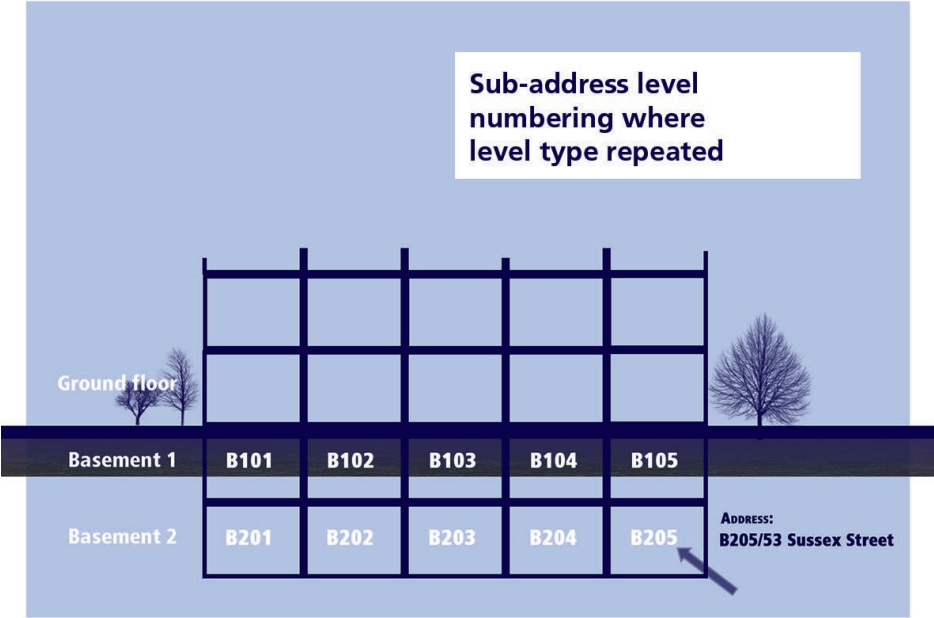


Figure 6.29



Level Types and Codes (from AS/NZS 4819: 2011)

Level Type	Code	Description
Basement	B	The lowest habitable storey of a building, usually below ground level. The substructure or foundation of a building.
Floor	n/a	An area with a room or set of rooms comprising a single level of a multilevel building. A storey or level of a building.
Ground Level	G	The floor of a building at or nearest ground level.
Level	n/a	A storey of a multilevel building.
Lower Ground	LG	The lower entrance level where a building has entrances on two different ground levels, or a level that is below ground level.
Mezzanine	M	An intermediate floor between main floors of a building.
Observation Deck	OD	An area allocated for scenic viewing, usually at or near the highest levels of a building.
Parking	P	A floor assigned for car parking; usually below ground level.
Penthouse	PH	A residence, apartment, or structure housing machinery, often with a terrace, on the top floor or floors of a building.
Podium	PD	A construction used to raise other elements of a building above its surroundings.
Rooftop	RT	The uppermost level of a building.
Sub-Basement	SB	The floor immediately below the basement in a building where two basement levels occur.
Upper Ground	UG	The higher entrance level where a building has entrances on two different ground levels.

6.6 Principles for Water-Based Numbering

Description

Water-based numbering principles have been developed to enable addresses to be applied to any site that can be only be accessed by water.

Principles

6.6.1 Water Access

Water-based address numbering shall be applied to those sites that are only accessible by water. Sites that are accessible by both water and a named road shall be addressed to the named road - this includes sites accessed by a named road on an island.

A pier or wharf may also be assigned a water-based address number if it meets the above criteria.

6.6.2 Use of Water Name

In lieu of a road name, the name of the river or water-feature shall be used. A river-based address should be recorded as follows:

Address number	1015
Water Name	Hawkesbury River
Locality	Little Wobby

6.6.3 Sequence

Numbering for water-based sites shall be assigned using a distance based method. Odd numbers shall be on the left side and even numbers on the right, and the number is determined by dividing the distance (in metres) from the datum point by 10 and then rounding to the nearest even or odd number.

6.6.4 Datum Point for Waterways

- a. A datum point shall be established and then numbers allocated according to the distance along the shoreline from that datum point.
- b. For rivers and creeks, the datum point shall be at the mouth or confluence of the feature, with numbering increasing upstream from that point.

6.6.5 Datum Point for Islands, Inlets, Bays

- a. For islands, a landmark or other feature should be selected and numbering commence from that point. Numbering is applied in a sequential clockwise pattern. If numbering completely encircles an island, then the highest number will be adjacent to the lowest, and the numbering pattern, being the distance divided by 10. This will result in some odd and even numbers being adjacent. This can only happen on an island or in a bay or inlet.

An island-based address (where no internal road network exists) should be recorded as follows:

Address number	32
Water name	David Island
Locality	David Island

- b. For an inlet or bay the datum point will usually be placed at the end from which boat access usually occurs. Numbering shall be the distance from the datum point divided by 10. This will result in some odd and even numbers being adjacent.

A bay-based address should be recorded as follows:

Address number	81
Water name	Morning Bay
Locality	Morning Bay

Figure 6.30

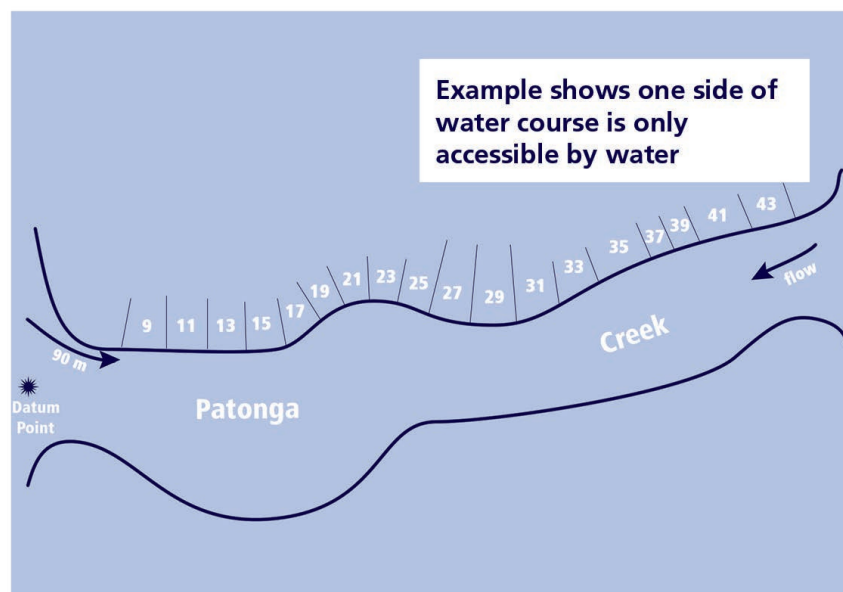


Figure 6.31

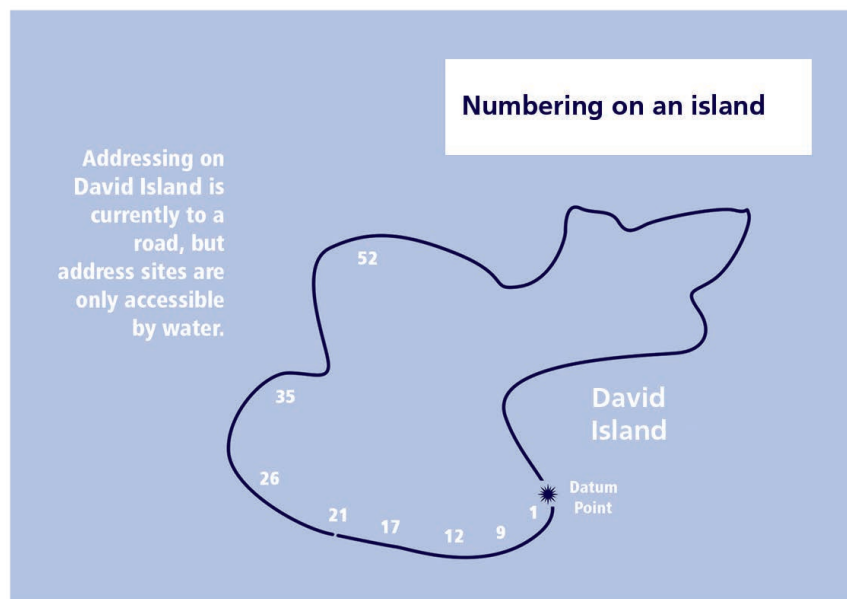
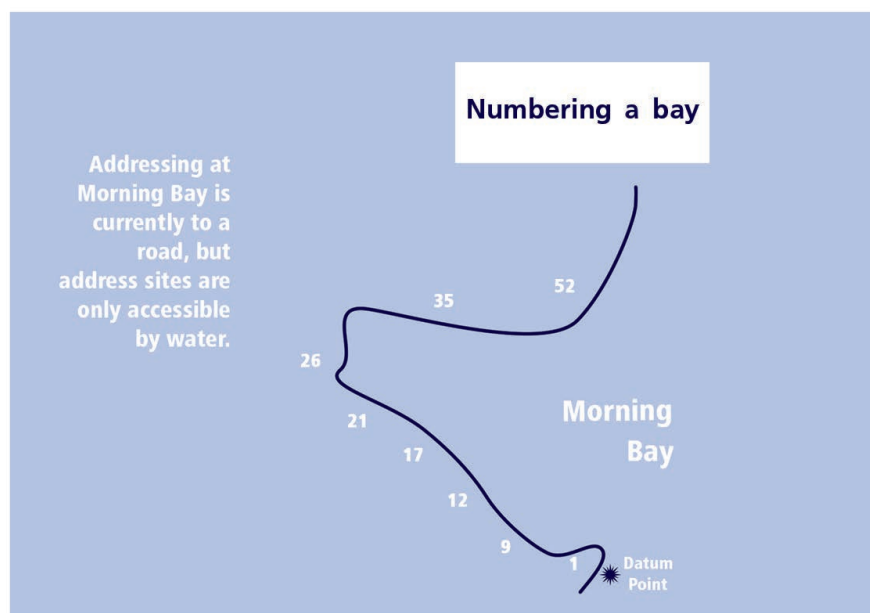


Figure 6.32



6.6.6 Waterways with Islands, Inlets and Bays

If a section of waterway intersects with a named island, inlet or bay, the island, inlet or bay numbering method, Principle 6.6.5 - Datum Point for Island, Inlets and Bays, shall apply to the extent of the feature. The waterway numbering shall continue beyond the section but shall include the distance through or around that feature.

6.7 Principles of Road naming

Description

The following principles for the naming of roads (including waterways or islands) conform to the road naming principles outlined in various sections of *AS/NZS 4819:2011 Rural and Urban Addressing*. They are designed to ensure that naming practices in NSW will be of the highest possible standard and will result in intuitively clear road names for all, minimising confusion, errors and omissions.

Principles

6.7.1 Ensuring Public Safety and Service Delivery

Road names shall not risk public and operational safety for emergency response, or cause confusion for transport, communication and mail services. Many emergency responses and other public services (such as mail) are determined by the clarity of road names and their extents, and all road name proposals shall ensure that operations will not be adversely affected. Emergency and other public services shall also actively discourage the use of road names which are known to be unofficial.

For example, a road naming authority may redesign the traffic flow for a road that results in portions of a road no longer being connected. In such instances Principle 6.7.9 - Amending Road Names states that renaming action shall occur and defines the time periods that apply. This is particularly important to ensure public and operational safety is prioritised.

6.7.2 Language

- a. Road names shall be written in standard Australian English or a recognised format of an Australian Aboriginal language local to the area of the road.
- b. Road names shall be easy to pronounce, spell and write, and preferably not exceed three words (including the road type) or 25 characters. An exception to this is in the use of Aboriginal names when it is accepted that a traditional name may at first appear to be complex but will, over time, become more familiar and accepted by the community.
- c. Diacritical marks (symbols such as ´ in é, ¸ in ç or : in ö) are not used in Australian English names, and shall be omitted from names drawn from languages that use such marks.
- d. The following types of punctuation as used in Australian English shall not be included as part of a road name: period (.), comma (,), colon (:), semi-colon (;), quotation marks (" "), exclamation mark (!), question mark (?), ellipsis (...), hyphen (-), dash (/) and parenthesis (()). For surnames or other names that include a hyphen, the hyphen shall be omitted when used for a road name.
- e. An apostrophe mark shall not be included in road names written with a final 's', and the possessive 's shall not be included e.g. *St Georges Terrace* not *St George's Terrace*. Apostrophes forming part of an eponymous name shall be included (e.g. *O'Connor Road*).
- f. A road name shall not include a preposition e.g. *Avenue of the Allies*.
- g. Road names shall not include the definite article (the) as the sole name element of a road name e.g. *The Esplanade* is not acceptable.
- h. A road name shall not be abbreviated or contain an abbreviation, initial or acronym e.g. *Mount*, not *Mt*) except that *St* shall be used for Saint.
- i. For the purposes of consistency, names starting with *Mc* or *Mac* shall not have a space included between the *Mc* or *Mac* and the rest of the name.
- j. A road name shall not include Arabic numerals e.g. 3 or *4th* or Roman numerals e.g. *IV* or *X*. Where numbers are included in a road name they shall be written in full e.g. *Fifth Avenue*, *Ten Mile Road*.
- k. A road name shall have the same spelling as any name from which it is derived. A road name shall not include initials e.g. *J Jones Road* is not acceptable.

6.7.3 Roads to be Named

All formed roads, including private roads (roads for which the care and maintenance is not the responsibility of a Local Government) that are generally open to the public or to services shall be named in accordance with these principles. This includes, but is not limited to, highways, motorways and freeways; bike paths, bridle paths or walking tracks; roads within complexes such as universities, hospitals and retirement villages; roads within national parks and pedestrian only roads, such as malls.

Roads covered in this policy, and the responsible naming authorities are discussed in more detail in AUM Chapter 2 - Section 2.4.3 - Authority for Road Naming.

The delivery of emergency and other services are often impeded for residents and businesses when private road names are not officially recorded. In order to minimise confusion, to standardise address assignment and support emergency services, all road naming principles, procedures and processes shall be applied to private roads in NSW. Driveways providing access to a small amount of dwellings are not automatically considered to be private roads, and owner/occupiers have no authority to install signs for such driveways, unless given consent from Local Government. This same principle applies to pathways, in cases where naming is not considered necessary for addressing purposes.

Unformed roads (usually surveyed but unconstructed) should not be named unless a name is, or will be, required for addressing purposes.

Roads with five or less address sites need not be named if the address sites within the road can be assigned numbers within the adjoining road. See example in Figure 6.33.

Naming conventions should take into consideration cartographic requirements i.e. a considerably long name is difficult to represent on a short road line.

The use of an unofficial road name (a name that has not been endorsed by a naming authority) for addressing purposes is not acceptable. Such a road shall be assigned an official name (a name that has been endorsed by Local Government, approved by the GNB and gazetted). Each road shall have only one official name for addressing purposes.

As shown in the example in Figure 6.34 a classified highway may include a section that is also assigned a local name where it passes through a town or suburb. Nonetheless, each section of road shall have only one official name for addressing purposes. In this example, within the town the official name for addressing purposes is Brooke Street.

Figure 6.33

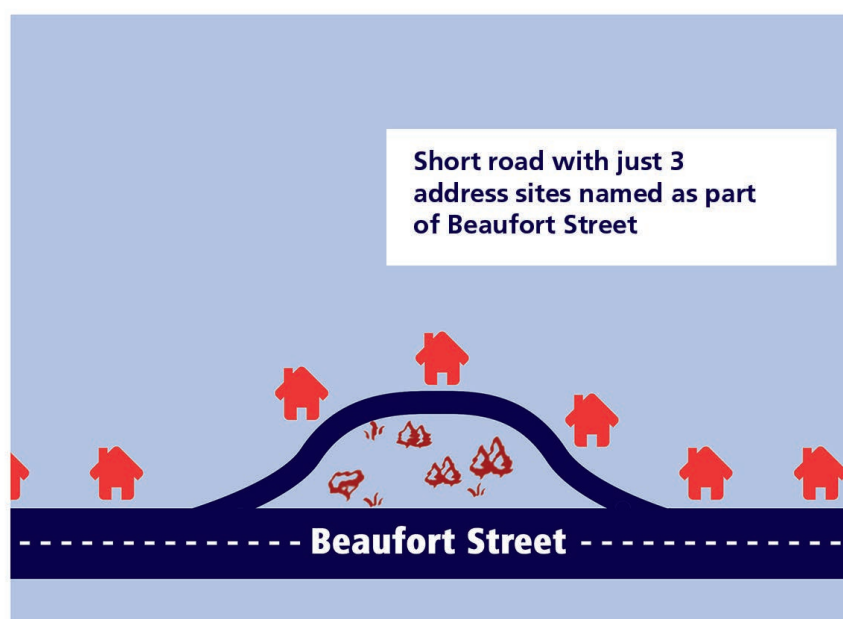
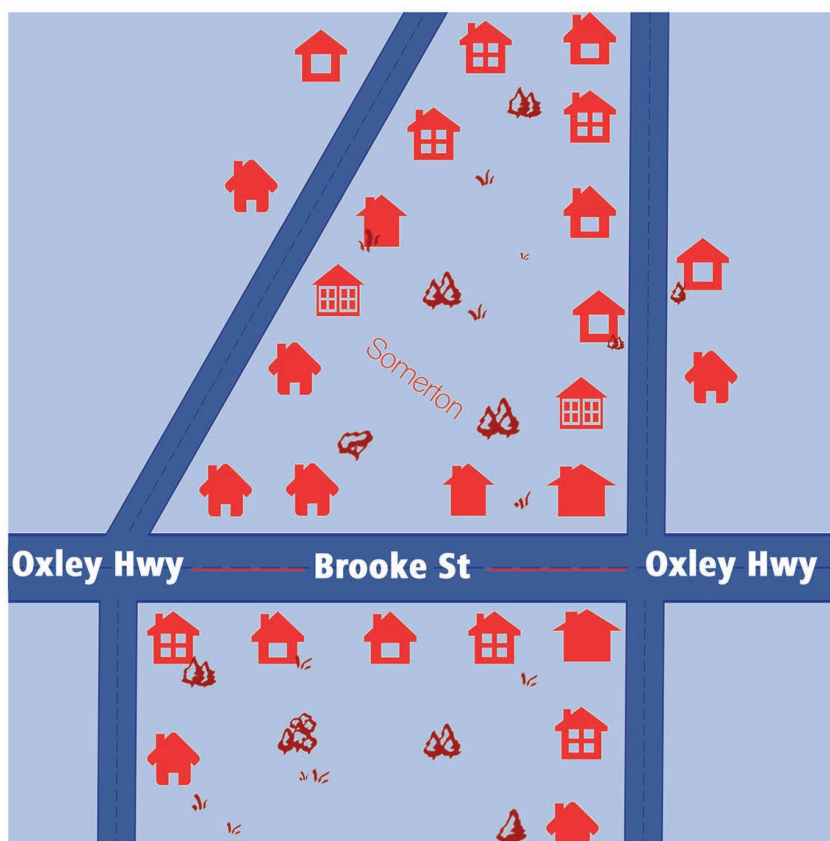


Figure 6.34



6.7.4 Uniqueness, Duplication

Uniqueness is the most essential quality to be sought in proposing a new road name. A road name will be regarded as a duplicate if it is the same or similar in spelling or sound to an existing name, regardless of the road type. Road names shall not be duplicated:

- Within the same locality.
- Within an adjoining locality.
- Within a Local Government area.
- Within the following radius as applicable,
 - o within 10 kilometres in a metropolitan urban area
 - o within 20 kilometres in a regional urban area
 - o within 30 kilometres in a rural area
 - o within 50 kilometres in remote areas.
- Within a duplicated locality anywhere in NSW. Refer to list in AUM Chapter 6 - Section 6.11 - Duplicated Localities.

Mechanisms and services for duplication checks are provisioned by LPI through the NSW Addressing Committee.

6.7.5 Acceptable Road Names

Names of early settlers, war servicemen and women and other persons who have contributed to the heritage of an area, local history themes, flora, fauna, ships etc. are usually most suitable for applying to roads.

Gender diversity in the selection of names is encouraged, as are names reflecting NSW multicultural heritage. Aboriginal names are also supported and shall be in a local language chosen in consultation with the Local Aboriginal Land Council.

Local interest groups, developers or individuals are encouraged to work with the Local Government to locate/define new names according to these suggestions.

When selecting road names, the following shall be considered:

- Road names shall not be offensive, racist, derogatory or demeaning (refer to NSW Anti-Discrimination legislation).
- Road names shall not be misspelt. In particular, the spelling of personal names shall be able to be validated by reference to primary sources.
- Commercial and business names shall not be used, particularly where the name can be construed to be promoting the business. However, business names no longer in use and which promote the heritage of an area are acceptable. Refer to AUM Chapter 7 - Procedure 7.3.4 - Suitability Assessment for details on how an exemption can be requested for consideration in these cases by using a Suitability Assessment Form.
- Road types shall not be used in the formation of a road name, for example Promenade Road, Court Street etc. even if the road type is also a surname.
- The use of given or first names in conjunction with a surname is not acceptable for road naming (but can be considered for feature naming. Refer to GNB guidelines on feature naming).

6.7.6 Commemorative Road Names

Naming often commemorates an event, person or place. The names of people who are still alive shall not be used because community attitudes and opinions can change over time.

The initials of a given name are not to be used in any instances.

Local Government shall make every effort to gain consent from family members of the person who is being commemorated. Supporting evidence that shows attempts by a Local Government to consult with family members should be provided during the lodgment of the proposal, but it is acknowledged that some names may be from an era for which this is not possible.

6.7.7 Road Extents

The extent of a named road shall be defined by the formed road, and shall include only one section navigable by vehicles or foot. Unconnected navigable sections, such as where separated by an unbridged stream or a physical barrier, shall be assigned separate names. Refer to Figure 6.35 for an example.

When a road extent is broken into separate sections by redevelopment or redesign, the name shall only be retained on one section and the other section(s) renamed as part of the development process. Refer to Figure 6.36 for an example.

The extent of each road shall be mapped according to the centreline of the road, and the name shall apply from one end of the road to the other i.e. the point where the road finishes or intersects with other roads.

A classified highway may be split by a section that is assigned a local name where it passes through a town. Each section of road shall have only one official name for addressing purposes. Refer to Figure 6.37 for an example.

Figure 6.35

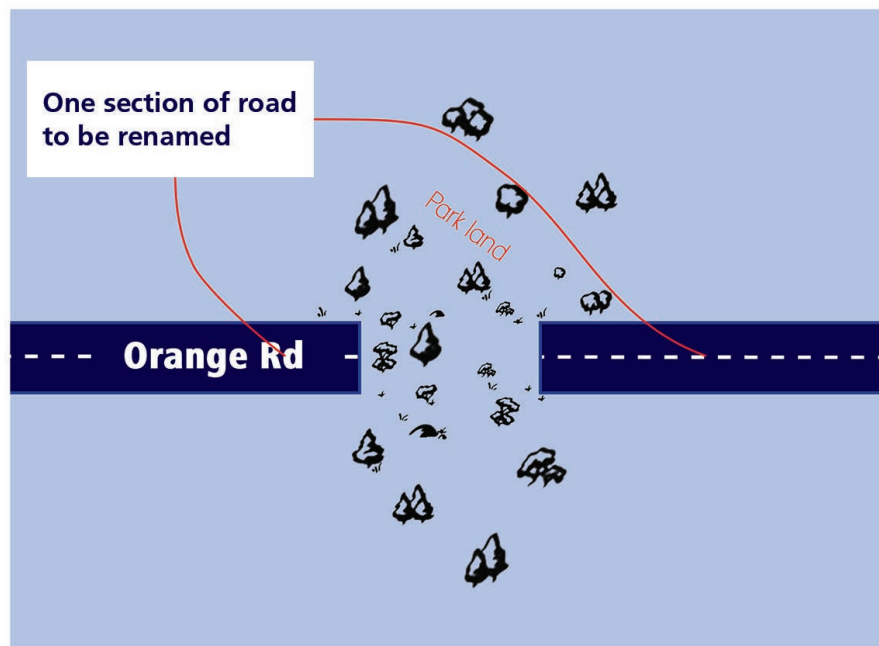


Figure 6.36

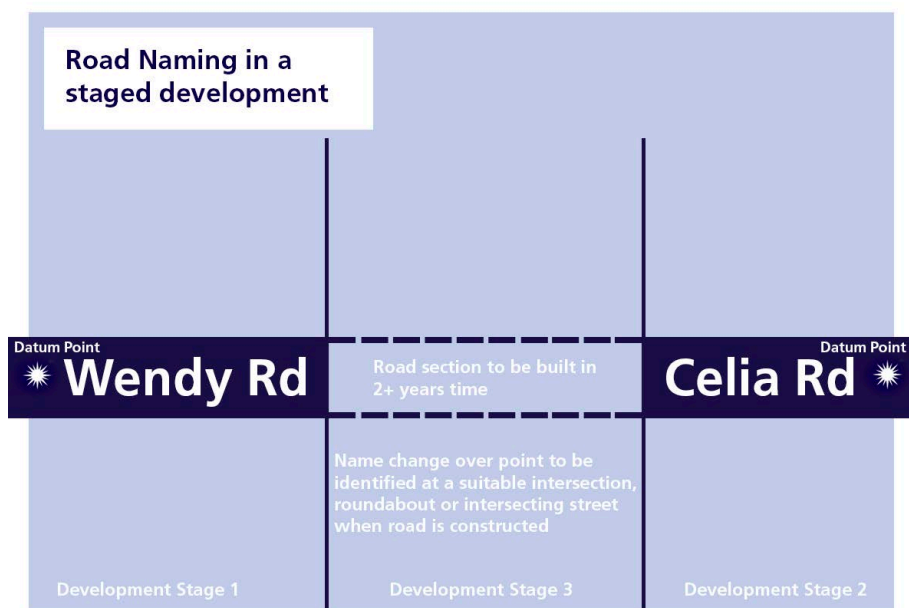
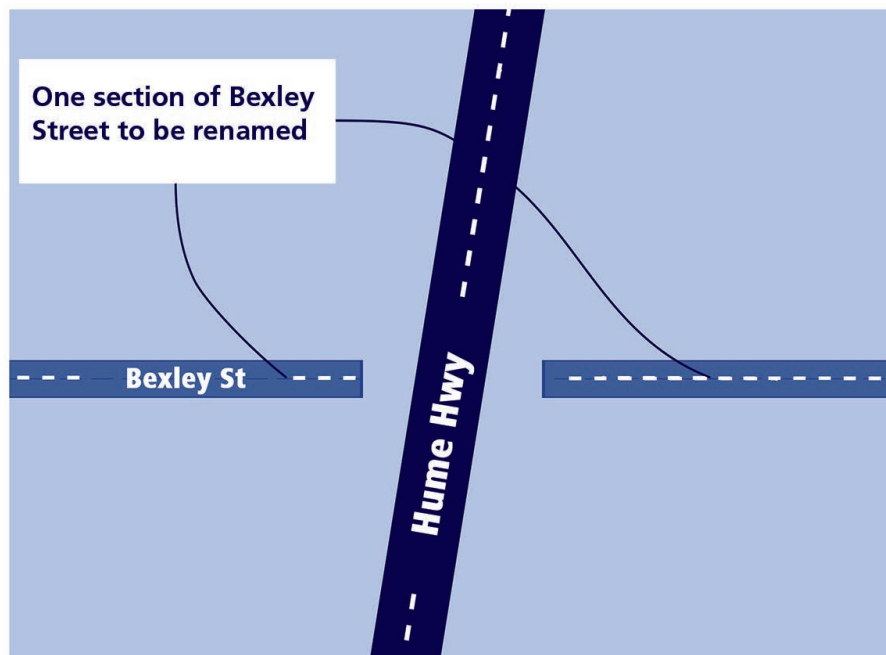


Figure 6.37



6.7.8 Suffixes, Prefixes and Directional Indicators

A road name shall not include qualifying terminology, a cardinal indicator or a similar prefix (e.g. *Upper*, *Lower*, *Old*, *New*, *East*, *West*) unless the road name is derived from a name which includes it.

A directional or similar device shall not be used as a suffix to uniquely define road extremities e.g. *Boundary Road East* and *Boundary Road West*.

Origin to destination names, such as *Bathurst-Oberon Road* shall not be used. It is too easy for such names to be confusing as there are too many aliases. Further to this, road name signs for origin-destination names can create confusion when the respective names are opposite in direction to the actual location of the places as indicated by their order on the sign e.g. *Bathurst Road*, *Oberon Road*, *Oberon-Bathurst Road*.

6.7.9 Amending Road Names

Road names are intended to be enduring, and the renaming of roads is discouraged unless there are compelling reasons for a change. Issues that can prompt renaming include the redesign of a road, changed traffic flow, mail or service delivery problems, duplication issues and addressing problems. Where there are significant reasons for a change the GNB encourages authorities to undertake renaming action in conformity with these principles. Information regarding submitting proposals and responding to change requests can be located in Chapter 7 - Addressing Procedures.

6.7.10 Road Types

All road names shall include a road type selected from the list of acceptable road types in Section 6.10 - Road Types. The road types available are distinguished between those for open-ended roads, culs-de-sac and pedestrian ways.

An exception to this mandatory assignment of road types only occurs on pre-approval of names for planning purposes or reserving of names, in which case the type might not yet be known.

Refer to Chapter 7- Procedures - Section 7.3 Reservations and Pre-Approvals for details of this process.

Descriptions of the road types assist in the selection of types that suitably describe a road's characteristics, and they should be chosen with the ultimate configuration of the road in mind. A road which is a cul-de-sac in the early development of an estate should be assigned a closed-road type until such time as the road is extended and provides passage to another thoroughfare. When this occurs through road type shall be assigned.

Road types shall not be used to distinguish different roads of the same name or similarly sounding or spelt names. For example, the roads *Lambert Street*, *Lambert Close* and *Lambert Lane* are considered to be duplicates, which are not acceptable under Principle 6.7.4 - Uniqueness, Duplication. The same applies to *Brown Street*, *Broun Crescent* and *Browne Lane* (or similar combinations).

6.7.11 Cross-Jurisdictional Naming or Renaming

Where naming or amendments to an existing road are required, and the extent crosses Local Government or State boundaries the Local Government with the most residents affected by any naming or proposed change shall take the lead in these negotiations. Where unanimous decision is unable to be achieved, the matter shall be referred to the GNB for their advice.

Where a road is named the whole road shall be named (as per Principle 6.7.7 Road Extents) and therefore a road spanning one or many Local Government areas shall have the approval of affected Local Governments prior to being considered for gazettal.

6.7.12 Name of Water Feature or Island

For water based addressing the name of the water feature or island replaces the name of a road. For sites facing a watercourse or bay, that name of that feature replaces the road name, and in the case of islands, the island name replaces the road name. In every instance, the name shall be a name approved by the GNB and recorded in the NSW GPN e.g. 29 Patonga Creek, Patonga, NSW.

6.8 Principles of Locality Naming and Boundaries

Description

A locality is a named geographical area with defined boundaries which represents a community or area of interest, and may be rural or urban in character (where urban it is usually defined as a 'suburb'). Localities enable addresses to be uniquely identified. Without clearly defined localities there can be uncertainty in an address. In order to achieve comprehensive addressing objectives it is vital that locality names and their boundaries are clear and unambiguous.

Localities are distinguishable from neighbourhoods which are considered to be named geographical areas which have unofficial or fuzzy boundaries: for this reason a neighbourhood name cannot be used for addressing purposes (e.g. Kings Cross is a neighbourhood, it forms part of the Potts Point, Darlinghurst, Rushcutters Bay and Elizabeth Bay localities in Sydney). Similarly, estate names are considered to be branding for particular development areas or gated communities, and as such are not locality names and cannot be used for addressing purposes.

Principles

6.8.1 Uniqueness, Duplication

No new name shall be duplicated within NSW or any other state or territory in Australia. Duplication includes being replicated in spelling or similar in sound. A check for duplication can be undertaken by searching the GPN www.gnb.nsw.gov.au and the Australian Gazetteer www.ga.gov.au/place-names/. Where a new locality name is being considered, the GNB shall make contact with the Committee for Geographical Names Australasia to determine whether other jurisdictions are concurrently considering a similar name and to reserve the name for potential future use in NSW.

6.8.2 Official Use

Each locality has one officially gazetted name. Alternative, promotional or dual names are not accepted for addressing purposes. Neighbourhood names shall not be used in place of an official name. Promotion or use of an unofficial, neighbourhood or name other than the officially gazetted locality name in an address (particularly in real estate marketing), is considered to be misleading or deceptive practice as defined under the [Australian Competition and Consumer Act 2010](#).

6.8.3 Acceptable Locality Names

Locality names shall confirm with the general naming principles for roads. Refer to Principle 6.7.2 - Language and the following specific principles:

- a. Short, easily pronounced names are preferred.
- b. Names shall have the same spelling as any associated feature from which the name is derived.
- c. The names of people who are still alive shall be avoided, because community attitudes and opinions can change over time, as per Principle 6.7.5 - Acceptable Road Names and Principle 6.7.6 - Commemorative Road Names.
- d. In remote areas the names of Indigenous communities should be adopted as a locality name.
- e. Names which are relevant to the local area are preferred, particularly if they relate to the history or geography of the area. The previous use of a name as an estate, subdivisional or promotional name does not give the name any priority to be accepted as a locality name. Names for new localities shall have a New South Wales emphasis, and preferably have a direct association with the area.
- f. As per Principle 6.7.8 - Suffixes, Prefixes and Directional Indicators names should not include qualifying terminology, a cardinal indicator or a similar suffix or prefix e.g. Upper, New, North and South etc. Where such use is unavoidable it should only be used as a suffix e.g. Tamworth North, not North Tamworth.

6.8.4 Boundary Definition

- a. Locality boundaries should be easy to identify and readily interpreted by the community. Locality boundaries shall be determined based on good planning principles and define areas with common community interests.
- b. Locality boundaries shall be of a reasonable size for practical purposes, such as including a shopping precinct or community school. Within urban areas an ideal size is around 500ha, with a preferred minimum area of 100ha.
- c. Locality boundaries shall be contiguous and may not overlap another locality boundary.
- d. A locality cannot be an island within another locality. All localities should have boundaries that run alongside two or more other localities, the seashore or state boundary.
- e. Locality boundaries shall not extend beyond local government, state or territory boundaries.

6.8.5 Boundary Determination

- a. Locality boundaries shall follow clear and easily distinguishable lines such as rivers, railways, major road centrelines.
- b. Locality boundaries shall not bisect properties in common ownership and shall not bisect individual land parcels.
- c. Boundaries should be regularly reviewed, especially in areas subject to urban development. The review process should take into primary consideration impacts on community interests. Following this, consideration can be given to the likely impact on government and commercial interests.

6.9 Principles of Geocoding

Description

Geocoding enables every address to be identified through a spatial search and every textual address to be spatially located.

Responsibility for maintaining geocodes in the NSW Address Database is described in AUM Chapter 3 - Address Data Governance and Custodianship.

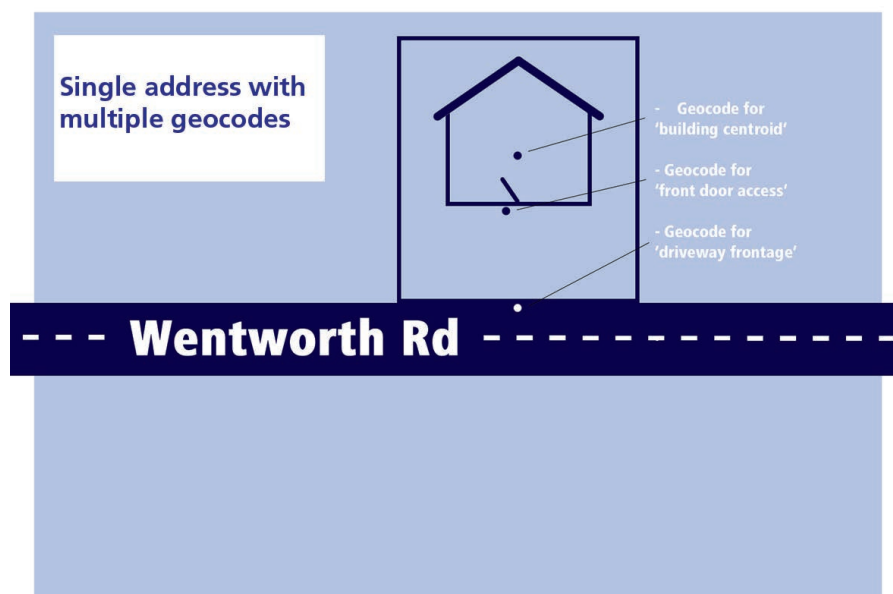
Quality management parameters for maintaining geocodes in the NSW Address Database are described in AUM Chapter 4 - Address Database, Metadata and Components.

Principles

6.9.1 Geocode Location

All primary addresses, including those with sub-addresses, shall be given individual geocodes. An address may have more than one geocode assigned. Refer to AUM Chapter 4 - Address Database, Metadata and Components for details

Figure 6.38



6.9.2 Geocode Coordinates

The coordinates of a geocode shall represent the physical location of the address site.

The geocode types specified for the NSW Address Database are set out AUM Chapter 4 - Address Database, Metadata and Components. This chapter details the official geocode which will be recorded for all address instances in the NSW Address Database.

6.9.3 Geocode Accuracy


The accuracy of geocodes specified for the NSW Address Database are set out AUM Chapter 4 - Address Database, Metadata and Components.

6.9.4 Mapping Projection and Datum




All coordinates for geocodes shall be expressed in terms of GDA 94.

6.10 Road Types

The following road types, derived from AS/NZS 4819:2011, shall be selected as applicable to open ended roads, cul-de-sac or pedestrian only roads.

Road Type	Abbreviation	Description	Open ended	Cul-de-sac	Pedestrian only
Alley	Ally	Usually narrow roadway in cities or towns, often through city blocks or squares.			
Approach	App	Roadway leading to an area of community interest (e.g. public open space, commercial area, beach etc.)			
Arcade	Arc	Passage having an arched roof, or any covered passageway, especially one with shops along the sides.			
Avenue	Av	Broad roadway, usually planted on each side with trees.			
Boardwalk	Bwlk	Promenade or path, especially of wooden planks, for pedestrians and sometimes vehicles, along or overlooking a beach or waterfront.			
Boulevard	Blvd	Wide roadway, well paved, usually ornamented with trees and grass plots.			
Break	Brk	Vehicular access on a formed or unformed surface, which was originally prepared as a firebreak.			
Bypass	Bypa	Alternative roadway constructed to enable through traffic to avoid congested areas or other obstructions to movement.			
Chase	Ch	Roadway leading down to a valley.			
Circuit	Cct	Roadway enclosing an area.			
Close	Cl	Short, enclosed roadway.			
Concourse	Con	Roadway that runs around a central area (e.g. public open space or commercial area).			
Court	Ct	Short, enclosed roadway.			
Crescent	Cr	Crescent-shaped thoroughfare, especially where both ends join the same thoroughfare.			
Crest	Crst	Roadway running along the top or summit of a hill.			
Drive	Dr	Wide thoroughfare allowing a steady flow of traffic without many cross- streets.			
Entrance	Ent	Roadway connecting other roads.			
Esplanade	Esp	Level roadway, often along the seaside, lake or a river.			

Road Type	Abbreviation	Description	Open ended	Cul-de-sac	Pedestrian only
Firetrail	Ftrl	Vehicular access on a formed or unformed surface, which was originally prepared as a firebreak.	✓		
Freeway	Fwy	Express, multi-lane highway, with limited or controlled access.	✓		
Glade	Glde	Roadway usually in a valley of trees.	✓	✓	
Grange	Gra	Roadway leading to a country estate, or focal point, public open space, shopping area etc.	✓		
Grove	Gr	Roadway that features a group of trees standing together.	✓	✓	
Highway	Hwy	Main road or thoroughfare, a main route.	✓		
Lane	Lane	Narrow way between walls, buildings or a narrow country or city roadway.	✓	✓	
Loop	Loop	Roadway that diverges from and rejoins the main thoroughfare.	✓		
Mall	Mall	Sheltered walk, promenade or shopping precinct.			✓
Mews	Mews	Roadway in a group of houses.		✓	
Parade	Pde	Public promenade or roadway that has good pedestrian facilities along the side.	✓		
Parkway	Pwy	Roadway through parklands or an open grassland area.	✓		
Passage	Psge	Narrow street for pedestrians.			✓
Path	Path	Roadway used only for pedestrian traffic.			✓
Place	Pl	Short, sometimes narrow, enclosed roadway.		✓	
Plaza	Plza	Roadway enclosing the four sides of an area forming a market place or open space.		✓	
Promenade	Prom	Roadway like an avenue with plenty of facilities for the public to take a leisurely walk, a public place for walking.	✓		
Quays	Qys	Roadway leading to a landing place alongside or projecting into water.	✓		
Ramp	Ramp	Access road to and from highways and freeways.	✓		
Retreat	Rtt	Roadway forming a place of seclusion.		✓	
Ridge	Rdge	Roadway along the top of a hill.	✓		
Rise	Rise	Roadway going to a higher place or position.	✓	✓	
Road	Rd	Open way or public passage primarily for vehicles.	✓		

Road Type	Abbreviation	Description	Open ended	Cul-de-sac	Pedestrian only
Square	Sq	Roadway bounding the four sides of an area to be used as an open space or a group of buildings.			
Steps	Stps	Route consisting mainly of steps.			
Street	St	Public roadway in a town, city or urban area, especially a paved thoroughfare with footpaths and buildings along one or both sides.			
Subway	Sbwy	Underground passage or tunnel that pedestrians use for crossing under a road, railway, river etc.			
Terrace	Tce	Roadway usually with houses on either side raised above the road level.			
Track	Trk	Roadway with a single carriageway. A roadway through a natural bushland region. The interpretation for both Track and Trail is limited to roadways, whereas in many areas (e.g. Tasmania) these are often associated with walking rather than vehicular movement.			
Trail	Trl	See 'Track'.			
View	View	Roadway commanding a wide panoramic view across surrounding areas.			
Vista	Vsta	Roadway with a view or outlook.			
Walk	Walk	Thoroughfare with restricted access used mainly by pedestrians.			
Way	Way	Roadway affording passage from one place to another. Usually not as straight as an avenue or street.			
Wharf	Whrf	A roadway on a wharf or pier.			

6.11 Duplicated Localities in NSW

Locality Name	Local Government Area
Alison	Dungog
Alison	Wyong
Back Creek	Bland
Back Creek	Gloucester
Back Creek	Gwydir
Back Creek	Palerang
Back Creek	Tenterfield
Back Creek	Tweed
Bakers Creek	Gloucester
Bakers Creek	Nambucca
Bakers Creek	Uralla
Balmoral	Lake Macquarie
Balmoral	Wingecarribee
Barry	Blayney
Barry	Upper Hunter
Black Creek	Port Macquarie - Hastings
Black Creek	Tumut
Boat Harbour	Lismore
Boat Harbour	Port Stephens
Broadwater	Bega Valley
Broadwater	Lismore
Burra	Palerang
Burra	Tumbarumba
Cabbage Tree Island	Ballina
Cabbage Tree Island	Greater Taree
Carrington	Great Lakes
Carrington	Newcastle
Colo	Bathurst Regional
Colo	Hawkesbury
Dalwood	Ballina
Dalwood	Singleton
Darlington	Singleton
Darlington	Sydney
Deep Creek	Clarence Valley
Deep Creek	Kempsey
Deep Creek	Kyogle
Dural	Hornsby
Dural	Singleton
Elderslie	Camden
Elderslie	Singleton
Ellerslie	Tumut
Ellerslie	Wentworth

Locality Name	Local Government Area
Enmore	Armidale Dumaresq
Enmore	Marrickville
Glenroy	Albury
Glenroy	Tumbarumba
Gowrie	Singleton
Gowrie	Tamworth Regional
Green Hills	Guyra
Green Hills	Tumbarumba
Green Point	Gosford
Green Point	Great Lakes
Greendale	Bega Valley
Greendale	Liverpool
Greenlands	Cooma-Monaro
Greenlands	Singleton
Hill Top	Snowy River
Hill Top	Wingecarribee
Hillgrove	Armidale Dumaresq
Hillgrove	Wagga Wagga
Hillsborough	Lake Macquarie
Hillsborough	Maitland
Huntley	Orange
Huntley	Wollongong
Kings Plains	Blayney
Kings Plains	Inverell
Kingswood	Bega Valley
Kingswood	Penrith
Kingswood	Tamworth Regional
Lambs Valley	Glen Innes Severn
Lambs Valley	Singleton
Lansdowne	Bankstown
Lansdowne	Greater Taree
Lilli Pilli	Eurobodalla
Lilli Pilli	Sutherland Shire
Limeburners Creek	Great Lakes
Limeburners Creek	Port Macquarie - Hastings
Long Plain	Inverell
Long Plain	Tumut
Long Point	Campbelltown
Long Point	Singleton
Lyndhurst	Armidale Dumaresq
Lyndhurst	Blayney
Maryland	Newcastle
Maryland	Tenterfield
Mayfield	Newcastle

Locality Name	Local Government Area
Mayfield	Oberon
Mayfield	Palerang
Mayfield	Shoalhaven
Medway	Wellington
Medway	Wingecarribee
Milroy	Gunnedah
Milroy	Mid-Western Regional
Mogo	Eurobodalla
Mogo	Mid-Western Regional
Morven	Glen Innes Severn
Morven	Greater Hume
Mount Olive	Oberon
Mount Olive	Singleton
Nelson	Bega Valley
Nelson	The Hills Shire
Oxley	Balranald
Oxley	Warren
Paddys Flat	Bombala
Paddys Flat	Kyogle
Paddys River	Tumbarumba
Paddys River	Wingecarribee
Paling Yards	Bathurst Regional
Paling Yards	Oberon
Penrose	Wingecarribee
Penrose	Wollongong
Pretty Beach	Gosford
Pretty Beach	Shoalhaven
Punchbowl	Canterbury
Punchbowl	Clarence Valley
Razorback	Mid-Western Regional
Razorback	Wollondilly
Red Hill	Tamworth Regional
Red Hill	Tumut
Red Hill	Warren
Riverview	Gwydir
Riverview	Lane Cove
Rocky Creek	Gwydir
Rocky Creek	Inverell
Rocky River	Tenterfield
Rocky River	Uralla
Rose Valley	Cooma-Monaro
Rose Valley	Kiama
Rosewood	Port Macquarie - Hastings
Rosewood	Tumbarumba

Locality Name	Local Government Area
Sandy Creek	Cobar
Sandy Creek	Upper Hunter
Sherwood	Clarence Valley
Sherwood	Kempsey
Sherwood	Kyogle
Silverwater	Auburn
Silverwater	Lake Macquarie
Smiths Creek	Clarence Valley
Smiths Creek	Kyogle
Smiths Creek	Tweed
South Arm	Clarence Valley
South Arm	Nambucca
Spring Hill	Orange
Spring Hill	Wollongong
Springfield	Cooma-Monaro
Springfield	Gosford
Springvale	Lithgow
Springvale	Wagga Wagga
St Clair	Penrith
St Clair	Singleton
Stony Creek	Bega Valley
Stony Creek	Mid-Western Regional
Summer Hill	Ashfield
Summer Hill	Dungog
Swan Bay	Port Stephens
Swan Bay	Richmond Valley
The Gap	Richmond Valley
The Gap	Wagga Wagga
The Rocks	Bathurst Regional
The Rocks	Sydney
Torryburn	Dungog
Torryburn	Uralla
Washpool	Clarence Valley
Washpool	Great Lakes
Westdale	Tamworth Regional
Westdale	Tumbarumba
Willow Vale	Kiama
Willow Vale	Wingecarribee
Wog Wog	Bega Valley
Wog Wog	Palerang
Woodburn	Richmond Valley
Woodburn	Shoalhaven
Woodlands	Eurobodalla
Woodlands	Wingecarribee

Locality Name	Local Government Area
Woodstock	Cowra
Woodstock	Inverell
Woodstock	Shoalhaven
Yarras	Bathurst Regional
Yarras	Port Macquarie - Hastings
Yellow Rock	Blue Mountains
Yellow Rock	Shellharbour

Chapter 7

Addressing Procedures

7 Addressing Procedures

This chapter contains procedures which shall be followed for all instances of numbering, road naming/renaming and locality boundary definition.

The procedures apply mainly to Data Producers and Data Aggregators.

The procedures include:

7.1 Consultation

- 7.1.1 Submitting a Request
- 7.1.2 Responding to a Request
- 7.1.3 Consulting on a Proposal
- 7.1.4 Advertising and Public Notices
- 7.1.5 Submissions

7.2 Notifications

- 7.2.1 Notification of Approved Road Names
- 7.2.2 Gazettal of Road Names and Locality Boundaries
- 7.2.3 Road Closure
- 7.2.4 Ungazetted Road Names

7.3 Reservations and Pre-Approvals

- 7.3.1 Authorisation of Proposals
- 7.3.2 Reservation of Road Names
- 7.3.3 Pre-Approval
- 7.3.4 Suitability Assessment

7.4 Signage

7.1 Consultation

Description

Developing a proposal for a new, amended or deprecated address can require many tasks to be undertaken. Each of these procedures provides Data Producers and Aggregators with guidance on steps which should be undertaken for developing an addressing proposal.

Procedures

7.1.1 Submitting a Request

Members of the public and organisations that deal with the provision of emergency or other services (such as postal or telecommunications) can submit a suggestion or proposal to create or change an address (or address component) to the Local Government responsible for the area in which the address, number, road or locality is situated.

A request can be to:

- create a new address, number, road or locality
- change an address completely
- change an address number, road name, road type or locality name/boundary.

The proposal shall include sufficient information to demonstrate that it is in the long-term interests of the community, and (where relevant) should include information that indicates that an overwhelming majority of the community which will be affected by the proposal are in support of the change.

Proposals to Local Government should include:

- the location of the address(es) (if relevant)
- the location and extent of the road (and, if relevant, its current name)
- background detail on why the Local Government shall consider changing an address component(s) or registering a new address component(s)
- details on why the change is considered to be appropriate, and
- copies of petitions, surveys etc.

Upon receiving the proposal the Local Government should initiate the formal proposal process. If a proposal affects addresses located across two or more Local Government areas, the staff of the respective areas need to coordinate the proposal's processing as per Chapter 6 - Principle 6.1.6 - Naming and Numbering Across Boundaries.

When a proposal has been submitted from an emergency service organisation, minimum response times apply as per Procedure 7.1.2 - Responding to a Request.

Where a proposal is related to a locality and Local Government ultimately reject the proposal, this decision can be appealed to the GNB as per Procedure 7.1.5 - Submissions.

7.1.2 Responding to a Request

Emergency Services

When a request for naming or changing an address component is proposed by an emergency service organisation and submitted to a Local Government, receipt of the request shall be acknowledged, by written letter or email to the proposer, within a total of 10 business days.

Once the response is sent an action plan shall be implemented by the Local Government within 30 business days. From then, the Local Government shall action the request and outline a proposal for resolving the issue within a total of 20 business days.

If the issue is unable to be resolved to all parties' satisfaction within a total of 60 business days of the initial request being received, the matter may be referred to the NSW Addressing Committee for their advice.

General Public

When a request for naming or changing an existing name or address is proposed by a member of the public, an organisation or business and submitted to a Local Government, receipt of the request shall be acknowledged, by written letter or email to the proposer, within a total of 20 business days.

Once the response is sent, the Local Government shall implement an action plan within a total of 30 business days. A proposal for resolving the issue must be completed within a total of 60 business days.

If the issue is unable to be resolved to all parties' satisfaction within a total of 110 business days of the initial request being received, the matter may be referred to the NSW Addressing Committee for their advice.

Where amendments to an existing address(es) are required and the extent(s) crosses Local Government boundaries the above timeframes do not apply because of the need for inter-council negotiations. For these purposes, an additional 10 to 15 business days is applied to each of the timeframes outlined above. Refer to AUM Chapter 6 - Principle 6.1.6 - Naming and Numbering Across Boundaries for details of jurisdiction in these instances.

7.1.3 Consulting on a Proposal

Under current legislative arrangements, there are different procedures required for consultation as part of the process of naming localities and roads. There are not currently any legislative requirements for address numbering consultation.

Roads

The level and form of consultation will vary depending on the type of site for the naming proposal.

For 'greenfield development sites' - where there are no residents affected by the new road names - it is adequate to restrict consultation to be solely between the Local Government and the Data Producer.

For approval, endorsement and gazettal of the names for private roads, it is only necessary for the Local Government to consult with the owners of the development (usually the body corporate).

Local Government must consult with the immediate community who directly utilise the road names assigned to sites affected by a name change or addition. This includes, but is not limited to, residents, ratepayers and businesses. Consultation should only occur after the Local Government is certain that the proposed name conforms to the road naming requirements in AUM Chapter 6 - Principles.

As per the [Roads Regulation 2008](#) the Local Government is required to:

- publish notice of its proposal in a local newspaper
- serve notice of its proposal on the prescribed authorities listed in Regulation 7.1.

The list of prescribed authorities includes:

- (i) Australia Post
- (ii) Registrar-General
- (iii) Surveyor-General
- (iv) Chief Executive of the Ambulance Service of NSW
- (v) Fire and Rescue NSW
- (vi) NSW Rural Fire Service
- (vii) NSW Police Force
- (viii) State Emergency Service
- (ix) New South Wales Volunteer Rescue Association Incorporated
- (x) for a classified road - the Roads and Maritime Services.

As per the Regulation, the notice to prescribed authorities must state that written submissions on the proposed name may be made to the Local Government and must specify the address to which, and the date by which, any such submissions shall be made.

If a Local Government is unsure of the level of community consultation required for a road naming proposal the Secretariat of the GNB is able to offer advice - refer to Procedure 7.3.4 - Suitability Assessment for details.

Localities

Under the provisions of the [Geographical Names Act 1966](#), the GNB is responsible for locality name and boundary determination.

Principles outlined in Chapter 6 - Section 6.8 - Principles of Address Locality Naming shall be followed when creating new or amending existing locality names/boundaries.

The GNB must consult with the immediate community who directly utilise the addresses assigned to sites affected by a boundary change. This includes, but is not limited to, residents, ratepayers and businesses.

The level and form of consultation by the GNB can vary depending on the proposal, as follows:

- Where a boundary amendment proposal will affect less than 10 parcels, no advertising is required (but can be undertaken). This proposal must have full support of property owners affected by the proposal and Local Government.
- Where a boundary amendment proposal will affect between 10 to 20 parcels, the GNB Secretariat can seek permission from the GNB to alter the boundaries without advertising.
- Where a proposal will affect more than 20 parcels and/or includes a name change or creation of a new locality, the proposal must be advertised by the GNB.

7.1.4 Advertising and Public Notices

As per Procedure 7.1.3 - Consulting on a Proposal there are different procedures required for advertising and public notices regarding locality and road naming proposals.

Roads

As per the [Roads Regulation 2008](#) when a Local Government is required to name or rename a road that will affect the addresses of owner/occupiers - the proposal must be advertised in local papers. The Local Government may also wish to promote the proposal via electronic media and/or on their Council website.

Local Government must consult with the immediate community who directly utilise an address(es) which will be affected by a change to the road name or type. The immediate community includes, but is not limited to, residents, ratepayers and businesses. They must be notified in writing of the proposed change, and a minimum period of 15 working days allowed for feedback to the Local Government.

Following an endorsement by the Local Government, those affected by the proposal must be notified by writing within 10 working days, and the community notified in newspapers and/or electronic media, informing them that the submission is being sent to the GNB for their approval.

Localities

S.8 of the Geographical Names Act states that:

'Whenever the board proposes to assign a geographical name to any place or to alter a recorded name or a geographical name it shall cause to be published in the Gazette and in a newspaper circulating in the neighbourhood of such place a notice of the proposal specifying the proposed name or alteration.'

The GNB is responsible for placing these advertisements and gazette notices.

The notice and advertisement will allow for members of the public to submit feedback to the GNB within 30 days of the advertisement or gazette notice being published (whichever is the latter).

7.1.5 Submissions

From time to time members of the public or organisations might wish to comment on, support or object to an addressing proposal, be it for numbering, road naming or locality name/boundary definition.

Objections submitted:

- For road names - must be made directly to the Local Government during the public consultation period.
- For localities - must be made directly to the GNB during the consultation period.

All objections must identify where or how the proposal does not conform to the Principles outlined AUM Chapter 6, if they are to be considered and responded to by Local Government in the decision making process. In addition to this, the following procedures apply.

Numbers

Requests for details of address numbers can be referred to the NSW Addressing Committee for their review and feedback.

Roads

Upon receiving objections the Local Government can abandon a proposal or proceed to endorse it.

Should the Local Government uphold any objections received during the consultation period, they shall proceed to amend the proposal so that it is suitable.

Should the Local Government proceed to endorse the proposal then they must include, as part of the submission to the GNB, the objections and their responses, outlining why they believed those objections should be overridden.

Should the GNB in their considerations of approval reject a proposal, the Local Government may appeal to the Board if it can be demonstrated that the principles have been incorrectly interpreted. Objections may then be lodged with the Minister responsible for the Roads Act.

Localities

The GNB will summarise any objections received and forward them to Local Government (and potentially any other interested parties) for review.

Should the Local Government uphold any objections they can suggest amendments to the proposal and submit these to the GNB.

Upon receiving comments from Local Government (and any sought from interested parties) then the GNB will consider the public submissions before reaching a final recommendation.

Should the GNB proceed to endorse a suggested amendment to the proposal then they will undertake further consultation.

Should the GNB in their considerations reject a proposal, the Local Government may appeal to the Board if it can be demonstrated that the principles have been incorrectly interpreted.

7.2 Notifications

Description

Various methods of notification and gazettal are required to ensure a naming or boundary proposal conforms to legislative requirements. Notices required during the consultation period are outlined in Section 7.1 - Consultation. The procedures in this section detail notification requirements once a proposal has been endorsed by the Local Government and/or approved by the GNB.

Procedures

7.2.1 Notification of Approved Road Names

The [Roads \(General\) Regulation 2008](#) requires a Local Government to publish notice of a new name in a local newspaper and serve notice to prescribed authorities. Refer to list in Procedure 7.1.3 - Consulting on a Proposal.

7.2.2 Gazettal of Road Names and Localities

Once a road name has been registered by the GNB, under the *Roads Regulation 2008* a Local Government is required to publish notice of the new name in the [NSW Government Gazette](#).

The Gazette notice will include the following details as a minimum:

- road Name and Type Approved by GNB/ Locality Name Approved by the GNB
- road name as previously known by (if any)/ Locality name previously known by
- locality and/or Local Government Area
- extent/Boundaries (in written or graphic form as appropriate)
- date approved by GNB.

Naming authorities are also able to refer to LPI the gazettal of lists of road names already in use, but not gazetted. Refer to Procedure 7.2.4 - Ungazetted Road Names for details.

Localities

Under the provisions of the [Geographical Names Act 1966](#) the GNB must issue a notice for a new or changed locality name or boundary in the [Government Gazette](#).

In addition to the requirements of the Act, any change to the name or extent of a locality will be notified by the GNB Secretariat to relevant government agencies and authorities who require this information.

7.2.3 Road Closure

Closing of public roads is covered under Part 4 of the [Roads Act 1993](#).

When a road is to be closed, except in the case where the thoroughfare is unaffected, it is important that the road name status is updated in the GRN, or, in the case of the closure of part of that named road, that the extent of the named road be updated.

Under section 162 of the Road Act a roads authority may name and number all public roads for which it is the roads authority and under section 163 of the Act that roads authority must keep a record of those roads for which it is an authority including its location and extent.

For the GRN to be kept relevant and up to date, Local Government shall advise the NSW Addressing Committee when a road has been amended or discontinued. The NSW Addressing Committee will then update the details in the GRN.

7.2.4 Ungazetted Road Names

Any pre - 1993 roads (i.e. prior to the establishment of the [Roads Act 1993](#)) which are named, but where the names have not been gazetted, should be proposed to the GNB for inclusion in the GRN. Proposals can include multiple road names for easy processing.

7.3 Reservations and Pre-Approvals

Description

To facilitate the early capture of address information, and reduce the risk of road name duplication for development sites in close proximity, it is possible for Local Government to reserve road names or have them pre-approved by the GNB Secretariat.

Procedures

7.3.1 Authorisation of Proposals

Reservations and Pre-Approvals Submission

Submissions for consideration of road names for reservation or pre-approval must originate from an authorised officer of a Local Government.

An authorised officer is a person(s) who is recognised by the Local Government for liaising with the GNB.

Final Proposals

Final road naming proposals or address boundary/naming feedback (where applicable - refer Procedure 7.1.5 - Submissions) must be submitted to the GNB by a delegated officer or be supported by a resolution of Local Government prior to submission.

7.3.2 Reservation of Road Names

Local Government can reserve road names for future use within their LGA. This can be done for the purposes of reserving names for potential future development or urban infill sites. Recording reserved names within the GRN means that the name will be included for consideration in any future duplication checks which might be undertaken within the area - and reduce the likelihood of an issue occurring in the future when the name is finally designated to a road extent.

The maximum number of names that can be reserved is 50, however in areas undergoing substantial development Local Government can seek GNB consideration for reservations of more than this amount.

As the extent and final location are not known for a road to which the reserved name will be applied, reserved names do not require road types to be allocated during the reservation process.

The GNB may be required to determine if a name is more appropriate in one area than another. Where the GNB determines that a name requested for reservation is appropriate for more than one Local Government area, the GNB will request the two (or more) Local Governments to negotiate regarding the area to which the name can be reserved.

The GNB will make a final determination on a reservation request based on the etymology (history) of the proposed name - for example, if a prominent person was born in one area and lived the majority of their life in another area, the GNB would consider both areas equally valid for reservation of the name.

Names derived from Aboriginal languages, or of Aboriginal people, are not able to be reserved.

Where names have been screened by the GNB and endorsed for reservation, they are recorded in the GRN with a status of 'reserved' and are available for immediate use within the Local Government area for a period of two years from the date of GNB approval. The reserved status may be renewed at the end of the two year cycle - the NSW Addressing Committee will send a reminder notice to the Local Government prior to the expiration date. Local Government are responsible for reporting to the GNB why the expiring names should retain the status of reserved.

It should be noted that reservation does not guarantee a name can be assigned, but it assists in reserving names for potential future use.

The GNB reserves the right to reject a final proposal if there is:

- limited public support and/or
- an incorrect road type and/or
- inappropriate road extent applied.

The NSW Addressing Committee will work with Local Government to resolve any issues with erroneous or non-conforming final numbering and/or geocoding proposals.

7.3.3 Pre-Approval

At many stages during the development process it is possible for the Data Producer to request the Local Government to pre-approve a road name or set of road names for a development plan. Recording pre-approved names within the GRN means that the name will be included for consideration in any future duplication checks which might be undertaken within the area - and reduce the likelihood of an issue occurring in the future when the name is finally designated to a road extent.

Local Government will check to determine if a name has already been reserved for an adjoining area or is duplicated elsewhere or does not conform to the Principles outlined in AUM Chapter 6. If reservation, duplication or non-conformance are detected the Local Government will request that the Data Producer amend the proposal.

Where the final extent and final location might not be known for a road to which the pre-approved name will be applied, the names do not require road types to be allocated during the pre-approval process.

Where names have been screened by the GNB and pre-approved, they are recorded in the GRN with a status of 'pre-approved' and are available for immediate use within the Local Government area for a period of two years from the date of GNB approval. The pre-approved status may be renewed at the end of the two year cycle - the NSW Addressing Committee will send a reminder notice to the Local Government prior to the expiration date. Local Government are responsible for reporting to the GNB why the expiring names should remain as pre-approved status.

It should be noted that pre-approval does not guarantee a name can be assigned, but it assists in ensuring these names are likely to be endorsed by the Local Government and approved by the GNB for gazettal at the time the associated DA is lodged with LPI.

The GNB reserves the right to reject a final proposal if there is:

- limited public support and/or
- an incorrect road type and/or
- inappropriate road extent applied.

The NSW Addressing Committee will work with Local Government to resolve any issues with erroneous or non-conforming final numbering and/or geocoding proposals.

7.3.4 Suitability Assessment

A Suitability Assessment can be issued by the NSW Addressing Committee when a numbering or naming proposal does not immediately or obviously conform to the Policies and Principles outlined in Chapters 6 and 7 of the AUM. Potential examples of this include, for example:

- cases where a duplicate road name search has delivered ambiguous results
- a name of a business or first name is proposed
- access to the site is as yet undefined and numbering is difficult to ascertain.

If the NSW Addressing Committee deems a number, name or boundary to be suitable, an endorsement is issued. If the number or name is deemed to not be suitable, the Local Government must consider other options.

It should be noted that the issuing of a suitability assessment does not guarantee a number, name or boundary can be assigned, but it assists in ensuring they are likely to be endorsed by the Local Government and approved by the NSW Addressing Committee and/or approved by the GNB for gazettal at the time the final proposal is lodged.

The GNB reserves the right to reject a final proposal if there is:

- limited public support and/or
- an incorrect road type and/or
- inappropriate road extent applied.

The NSW Addressing Committee will work with Local Government to resolve any issues with erroneous or non-conforming final numbering and/or geocoding proposals.

7.4 Signage

Description

Rural numbering, when applied according to these principles will result in any rural location/site being easily located.

Procedure

In all instances, Local Government shall not install nor display signage prior to receiving advice from the NSW Addressing Committee that the proposal has been approved and recorded in the NSW GRN.

Existence of signage prior to lodging a naming proposal with the GNB is not a valid argument for the name to be approved.

Once a name has been approved by the Board, the signage shall be installed within 30 working days, provided plans have been lodged which spatially locate the position of the road. This is particularly important on building sites, where emergency services might need to gain access during the construction period. In these instances, temporary signage is suitable for display.

Every care must be taken to ensure that the signage is in agreement with the name shown in the GRN. When attention is drawn to a discrepancy between the GRN and the signage then one or the other shall be changed following community consultation with affected residents.

The design and display of signage can differ according to Local Government requirements, as long as the name of the road is clearly indicated to the community. AS/NZS 4819 sets out the following basic requirements for road name signage, as:

- A road name sign shall be placed to clearly identify the road to which the name applies.
- Signs that identify each of the named roads shall be placed at every road intersection. This includes named private roads, access ways, tracks and pedestrian only roads.
- Additional signage information may be displayed for a private road to indicate that it is private or has restricted access and the display may include street numbering and direction of numbering.
- The road name shall be shown in full with the following exceptions:
 - o The road type may be abbreviated in accordance with Chapter 6 - Section 6.10 - Road Types.
 - o Mount may be abbreviated to Mt but only where necessary to keep the length of the sign manageable. However, as per AUM Chapter 6 - Principle 6.7.2 - Language the name will be recorded in full in the GRN.

A road name sign shall be easy to read, including at night, and its physical aspects shall comply with any applicable Standard, for example, *AS 1742.5 - 1997 Manual of uniform traffic control devices - Street name and community facility name signs*.

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Chapter 8

Addressing Processes

8 Address Processes

Multiple processes govern how address data is produced, collected, endorsed and (where relevant) gazetted for inclusion in the NSW Address Dataset.

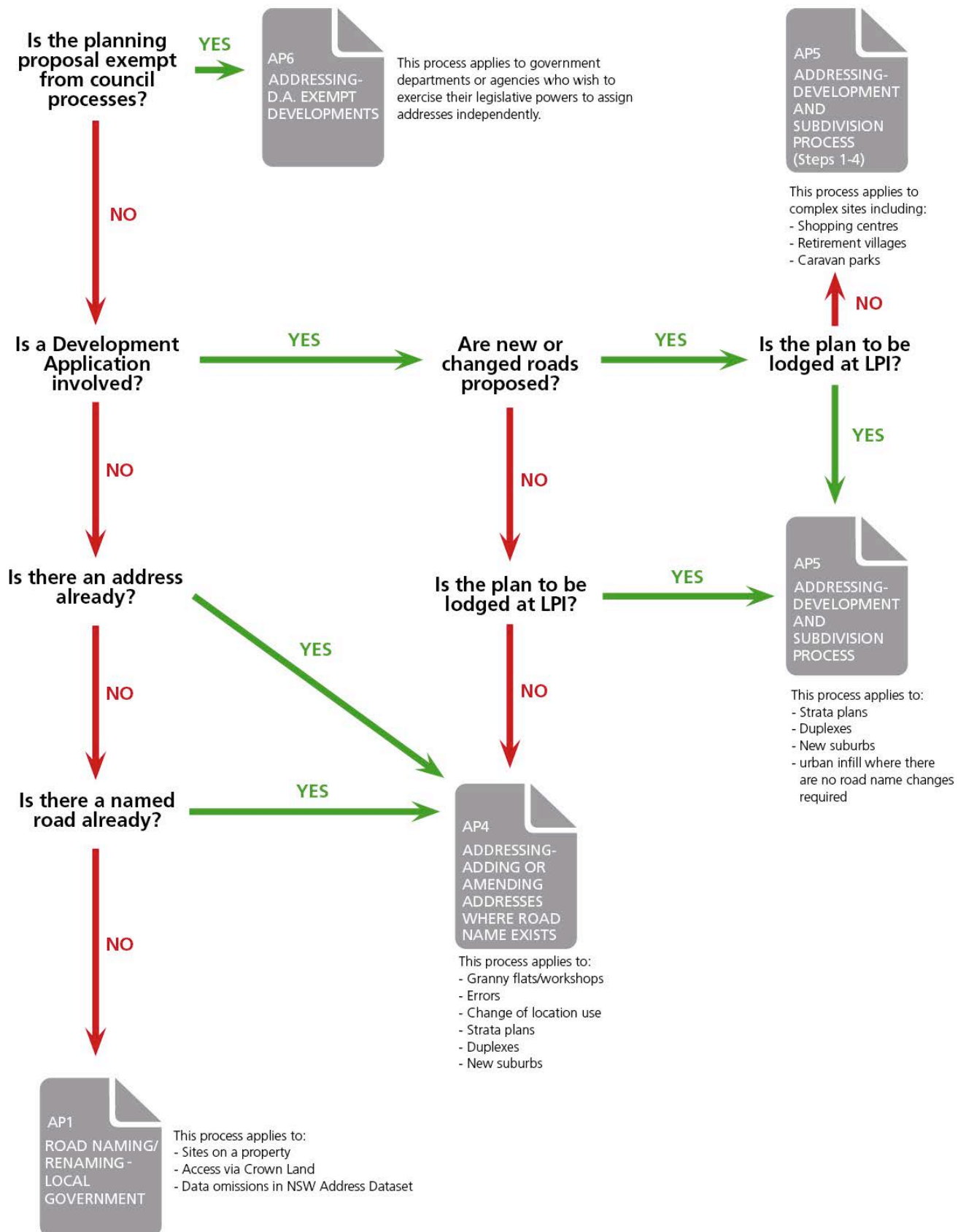
Seven processes have been defined to date, these include:

- AP1 - Road Naming/Renaming - Local Government
- AP2 - Road Naming/Renaming - Road and Maritime Services
- AP3 - Locality Boundaries
- AP4 - Addressing - Adding or Amending Addresses Where Road Name Exists
- AP5 - Addressing - Development and Subdivision
- AP6 - Addressing - DA Exempt Developments
- AP7 - Addressing - Public Housing [State Government Agencies]

The table on page 127 shows which tasks are included in each process workflow. Each of these workflows is described in full in the relevant sections of this Chapter.

To check which workflow you should use, please refer to the decision-making tree infographic on the following page. A table is also provided on page 128 to describe which types of development or subdivision are covered by the processes contained herein.

Process selection



Development and Subdivision Types

Situations	Processes
Access via Crown land Data omissions Sites on a property	AP1 - Road Naming/Renaming – Local Government <i>followed by</i> AP4 - Addressing - Adding or Amending Addresses Where Road Name Exists
Change of Location Use Duplexes Errors Granny/Fonzie Flats New Suburbs Strata	AP4 - Addressing - Adding or Amending Addresses Where Road Name Exists
Business Park Caravan Parks Community Housing Estate (Public or Private) Convention Centre Convent/Monastery Department of Defence Educational Facilities Entertainment Venues Factory Health Facilities Industrial Estate Local Aboriginal Land Council Discreet Community Maritime Parking Station Research Facility Residential Parks Retirement Living Community Retirement Villages Rural Community (Commune) Shopping Centres Sporting Facilities Vineyard/Winery	AP5 - Addressing - Development and Subdivision Process (Tasks 5.1 to 5.5)
Duplexes New Suburbs Private Residential Estate/Gated Community Rural Estate Strata Urban Infill	AP5 - Addressing - Development and Subdivision Process
Defence Sites Industrial Sites State Significant Developments (SSD) State Significant Infrastructure (SSI)	AP6 - Addressing - DA Exempt Developments
National/State Parks Public Housing Super Lots	AP7 - Addressing - Public Housing [State Government Agencies]

Process Workflow Tasks

Process #	Process Name	Task #	Task Description
AP1	Road Naming/Renaming - Local Government	AP1.1	Define Road Extent and Select a Road Name
		AP1.2	Check Name against Gazetteer, Principles and Policies
		AP1.3	Help and Suitability Assessment Form
		AP1.4	Consultation with Public and Authorities
		AP1.5	Finalise Proposal and Submit to GNB
		AP1.6	GNB Secretariat Considers Proposal
		AP1.7	GNB Considers Proposal
		AP1.8	Update Gazetteer and Issue Gazettal Notice
		AP1.9	Appeal Decision - Referral to Roads Minister
		AP1.10	Notification and Signage
AP2	Road Naming/Renaming - Roads and Maritime Services		
AP3	Locality Boundaries	AP3.1	Propose Locality Boundary and Name Change
		AP3.2	Local Government Checks Name and Boundary, Submits to GNB
		AP3.3	GNB Review Procedure
		AP3.4	Public Feedback
		AP3.5	Local Government Considers Feedback and Prepares Final Submission
		AP3.6	Consideration by GNB
		AP3.7	Refer to Minister
		AP3.8	Implement New Locality or Change
AP4	Addressing - Adding or Amending Addresses where Road Name Exists	AP4.1	Local Government Develops Addressing Request
		AP4.2	Submit request to NSW Addressing Committee
		AP4.3	Assessment and Verification of Request
		AP4.4	Integration/Implementation of Address Updates
		AP4.5	Agency and Commercial Address Maintenance Procedures
		AP4.6	NSW Addressing Committee Data Quality Improvement Projects and Programs
AP5	Addressing - Development and Subdivision	AP5.1	Development Proposal and Reserving Road Names
		AP5.2	Pre-DA Consultation with Local Government
		AP5.3	Development Application Process
		AP5.4	Prepare Specs and Engage Contractors
		AP5.5	Finalise a Building Development
		AP5.6	Conduct Cadastral Survey Work
		AP5.7	Surveyors Validate e-Plan and Lodge DP/SP
		AP5.8	DP Examination and Address Approval
		AP5.9	Issue of Gazettal Notice

Process #	Process Name	Task #	Task Description
AP6	Addressing - DA Exempt Developments	AP6.1	Development Identified as potentially DA Exempt
		AP6.2	Prepare Application for Environmental Assessment requirements
		AP6.3	Director-General Department of Planning and Infrastructure reviews application for Environmental Assessment requirements
		AP6.4	Consult with the relevant public authorities for input into the DGR
		AP6.5	Consult with the Local Government(s) for input into DGRs including address
		AP6.6-6.8	Department of Planning and Infrastructure issue DGRs release for Public exhibition ≥ 30 days
		AP6.9-6.12	Prepare Environmental Impact Statement (EIS)
		AP6.13	Survey Lodgment and Road Name Gazettal
AP7	Addressing - Public Housing [State Government Agencies]	AP7.1	Propose development
		AP7.2	Scope and prepare concept
		AP7.3	Check and Reserve Road Names
		AP7.4	Early consultation pre-development
		AP7.5	Design Project (site and buildings)
		AP7.6	Liaise on naming roads and seek pre-approval
		AP7.7	Local Government Submits Proposal to NSW Addressing Committee
		AP7.8-7.9	Project Construction Phase
		AP7.10	Liaise on street address and approval
		AP7.11	Local Government Updates Address System and Lodges Field Plan
		AP7.12	LPI Registers Field Plan showing Address
		AP7.13	Validate site addressing
		AP7.14	Local Government officialises address and notification to authorities and stakeholders
		AP7.15	Approval and Gazettal action

Process AP1: Road Naming/Renaming - Local Government

Overview	<p>A road naming, renaming or reservation proposal can be generated by the public, service authorities or Local Government.</p> <p>LPI has developed an online road naming application for assisting the public and Local Government with the process for developing, checking, submitting, approving and registering a road name. Application information can be found on the GNB website.</p>
Procedures that inform this Process	<p>Procedures 7.1 - Consultation</p> <p>Procedures 7.2 - Notifications</p> <p>Procedures 7.3 - Reservations and Pre-Approvals</p> <p>Procedures 7.4 - Signage</p>
Responsibilities	<p>Local Government</p> <p>GNB</p> <p>LPI</p>
Workflow	<p>AP1 Road Naming/Renaming - Local Government</p> <pre> graph TD AP1.1[AP1.1 Define Road Extent and Select a Road Name] --> AP1.2[AP1.2 Check Name Against Gazetteer, Principals and Policies] AP1.2 -- "Ambiguous Result" --> AP1.3[AP1.3 Help and Suitability Assessment Form] AP1.2 -- "Name Conforms" --> AP1.4[AP1.4 Consultation with Public and Authorities] AP1.3 -- "Name Conforms" --> AP1.4 AP1.4 --> AP1.5[AP1.5 Finalise Proposal and Submit to GNB] AP1.5 --> AP1.6{AP1.6 GNB Secretariat Considers Proposal} AP1.6 -- "N" --> AP1.1 AP1.6 -- "Y" --> Approved[Proposal approved by Secretariat] Approved -- "Report for Board Meeting" --> AP1.7{AP1.7 GNB Considers Proposal} AP1.6 -- "Proposal Scheduled for GNB consideration" --> AP1.7 AP1.7 -- "Name Approved" --> AP1.8[AP1.8 Update Gazetteer and issue Gazette Notice] AP1.7 -- "Decision to Reject-Name" --> AP1.9{AP1.9 Appeal Decision - Referral to Roads Minister} AP1.9 -- "Decision Upheld" --> End([End]) AP1.9 -- "Decision Overturned" --> AP1.8 AP1.9 -- "Appeal Decision" --> End AP1.9 -- "Terminate Proposal" --> End AP1.8 --> AP1.10[AP1.10 Notification and Signage] AP1.10 --> End </pre>

Tasks	AP1	Road Naming/Renaming - Local Government
	AP1.1	Define Road Extent and Select a Road Name
	AP1.2	Check Name against Gazetteer, Principles and Policies
	AP1.3	Help and Suitability Assessment Form
	AP1.4	Consultation with Public and Authorities
	AP1.5	Finalise Proposal and Submit to GNB
	AP1.6	GNB Secretariat Considers Proposal
	AP1.7	GNB Considers Proposal
	AP1.8	Update Gazetteer and issue Gazettal Notice
	AP1.9	Appeal Decision - Referral to Roads Minister
	AP1.10	Notification and Signage

<p>AP1.1</p> <p>Define Road Extent and Select a Road Name</p>	<p>Defining Extent</p> <p>The first requirement is to determine the extent of the road to which a name is to be applied. For assistance applicants should refer to Principle 6.7.7 - Road Extents.</p> <p>Where the proposal is for a Reserved or Pre-Approved name (Refer to Procedure 7.3.2 - Reservation of Road Names and Procedure 7.3.3 - Pre-Approval) and the extent is not yet known, a simple coordinate for the approximate location will suffice.</p> <p>Selecting a Name</p> <p>The general principles for selecting a name, as set out in AUM Chapter 6 - Addressing Principles, must be considered and applied.</p> <p>There are three options for selecting and then proposing a name:</p> <p>a) Local Proposal</p> <p>A submission made by the public or any organisation (such as emergency service providers) is sent to the Local Government the road is located in. The requirements of Procedure 7.1.1 - Submitting a Request apply here.</p> <p>Determining if a name is suitable for use prior to submitting a proposal to Local Government can be established by following Task AP1.2 - Check Name against Gazetteer, Principles and Policies.</p> <p>b) Use a reserved road name</p> <p>Proposers should consult with the Local Government within which the road is located to determine if a list of reserved name options is available.</p> <p>The requirements of Procedure 7.3.2 - Reservation of Road Names apply here. If a reserved name is available and selected, the proposer should continue with the application as per Task AP1.4 - Consultation with Public and Authorities.</p> <p>c) Local Government Proposal</p> <p>Local Government can develop the naming or renaming proposal in-house, by selecting a name from a reserved list or selecting a new name.</p>
<p>AP1.2</p> <p>Check Name against Gazetteer, Principles and Policies</p>	<p>Once a name, or group of names, has been selected for a proposal, they need to be checked for conformance against the Policies and Principles outlined in Chapters 2 and 6 of the AUM.</p> <p>To do this, the proposer must access the online road naming application and refer to the online system User Guide - more details and the User Guide are available from www.gnb.nsw.gov.au/online_road_naming. If in the process of following the processes for checking for duplication and conformance a name is found to not conform then alternative options need to be considered by the proposer.</p> <p>Should the results delivered by the checking process be ambiguous, the proposer might wish to discuss this with the Local Government. In this case, the process outlined in Task AP1.3 - Help and Suitability Assessment Form.</p> <p>If the name conforms with all requirements, and the proposal was being checked by a member of the public or organisation, the proposer should send the proposal to the Local Government.</p> <p>If the name conforms to all requirements, and the proposal was being checked by Local Government, they should skip directly to Task AP1.4 - Consultation with Public Authorities.</p>

AP1.3 Help and Suitability Assessment Form	<p>Additional expertise is available when determining whether a proposed name is suitable and conforms to the policies and principles for road naming in NSW.</p> <p>Refer to Procedure 7.3.4 - Suitability Assessment for details regarding these assessments.</p>
AP1.4 Consultation with Public and Authorities	<p>Consultation is a mandatory requirement - Local Government can choose to undertake consultation with Public and Authorities at the same time, or to stagger the steps with referral to prescribed authorities undertaken prior to consultation with the public.</p> <p>In both cases, consultation should only occur once a proposal has had initial in-house endorsement from the Local Government.</p> <p>Public Consultation</p> <p>Refer to Procedure 7.1.4 - Advertising and Public Notices for details of public consultation requirements.</p> <p>Consultation with Authorities</p> <p>Refer to Procedure 7.1.3 - Consulting on a Proposal for details of requirements.</p> <ol style="list-style-type: none"> The Surveyor-General is one of the prescribed authorities who will receive notification. This notification will be referred to the GNB Secretariat for their consideration, and depending on whether they have delegated authority; the process will proceed to Task 1.4(b) or Task 1.4(c). Should the Secretariat have delegated authority for considering the proposal they will analyse the details and can endorse the name (in which case the proposal will be sent back to the Local Government for their ratification) or send the proposal back to the Local Government for clarification or amendment. Should the proposal require referral to the GNB, the details will be included in the agenda notes for the next scheduled meeting. The GNB will consider the proposal, and if endorsed, the application will be sent back to the Local Government for their ratification.
AP1.5 Finalise Proposal and Submit to GNB	<p>Following completion of the notification and consultation process, the Local Government need to ratify the proposal and either endorse it for submission to the GNB, or discard/ amend it.</p> <p>The Local Government will need to consider all public submissions made during the consultation period, and if this occurred at the same time as notification to prescribed authorities, feedback from these groups must also be considered at this time. Refer to Procedure 7.1.5 - Submissions for details of what must be considered.</p> <p>Refer to Procedure 7.3.1 - Authorisation of Proposals for details of how the final proposal is submitted to the GNB by Local Government.</p>
AP1.6 GNB Secretariat Considers Proposal	<p>The Secretariat has delegated authority to consider and approve road naming proposals where they are straightforward and conform to the General Principles for road naming in AUM Chapter 6, Section 6.7 - Principles of Road Naming.</p> <p>If deemed suitable, the GNB Secretariat will approve the name which then triggers four actions, as described in Task AP1.8 - Update Names Gazetteer and Issue Gazettal Notice.</p> <p>If any queries arise, the proposal will be referred to the GNB for their consideration.</p> <p>If a proposal is rejected by the GNB Secretariat and a Local Government still feels there are grounds for GNB consideration then full details of the proposal along with the grounds for the GNB's consideration should be addressed by the Local Government to the Secretariat of the GNB and the matter will be referred to the next Board meeting.</p>

AP1.7 GNB Considers Proposal	<p>Naming proposals that are large, significant or controversial will be submitted to the GNB Board for consideration.</p> <p>The Board in their considerations can:</p> <ul style="list-style-type: none"> • Approve a proposal. • Object to a proposal. • Uphold an objection lodged by a Local Government for a decision made by the GNB Secretariat. • Overturn a decision made by the GNB Secretariat where an objection has been lodged by Local Government. • Defer a decision and seek further information from the Local Government.
AP1.8 Update Names Gazetteer and Issue Gazettal Notice	<p>Once a proposal has been approved by the GNB or GNB Secretariat it is able to be delivered to notifiable authorities for their information, and gazettal action undertaken (this is now done through the online road naming application).</p> <p>The GNB Secretariat will action the following:</p> <ul style="list-style-type: none"> • A notice will be generated in the online road naming application notifying the Local Government of the approved road name. • A notice will also be sent to all subscribers and if requested by the Local Government, all other authorities, as described in Procedure 7.2.1 - Notification of Approved Road Names. • An agenda item will be defined for the next scheduled Board meeting- where all proposals approved by the Secretariat will be included in a list for Board reference. • A Gazette notice will be generated and sent to the Local Government for approval and referral back to GNB Secretariat for publication purposes. • The name will be registered in the GRN with the status 'Official'.
AP1.9 Appeal Decision - Referral to Roads Minister	<p>Local Government can appeal a decision of the GNB.</p> <p>Ministerial submissions must be prepared in the manner prescribed by the Ministers office explaining the justification for the proposed name/s and how the name(s) complies with the Address Policy. The Minister may support or dismiss the appeal.</p> <p>The GNB Secretariat may participate in the appeal process to help draft the submission or they can prepare their own counter submission clarifying the GNB's position.</p>
AP1.10 Notification and Signage	<p>Once a road name has been gazetted, the Local Government shall follow Procedures 7.2.2 - Gazettal of Road Names and Locality Boundaries and Procedure 7.4 - Signage with regards to notifying authorities and installing signage.</p>

Process AP2: Road Naming/Renaming - Roads and Maritime Services

Overview	<p>Roads and Maritime Services Agency (RMS) of NSW has naming authority over specific types of roads. Refer to AUM Chapter 2 - Section 2.4.3 - Authority for Road Naming for details.</p> <p>RMS naming of roads is only undertaken for the purposes of administration. RMS assigned road names are not considered to be the official names for the purposes of addressing unless they have been approved by the Local Government, endorsed by the GNB and gazetted.</p> <p>How RMS naming authority is exercised and applied is described in their in-house policy document Infrastructure Asset Management Policy - Naming of Roads and Bridges. Further information on this policy can be located on the RMS website.</p>
Policy that informs this Process	AUM Chapter 2 - Section 2.4.3 - Authority for Road Naming
Responsibility	RMS
Workflow	The workflow is managed by in-house processes defined by RMS.

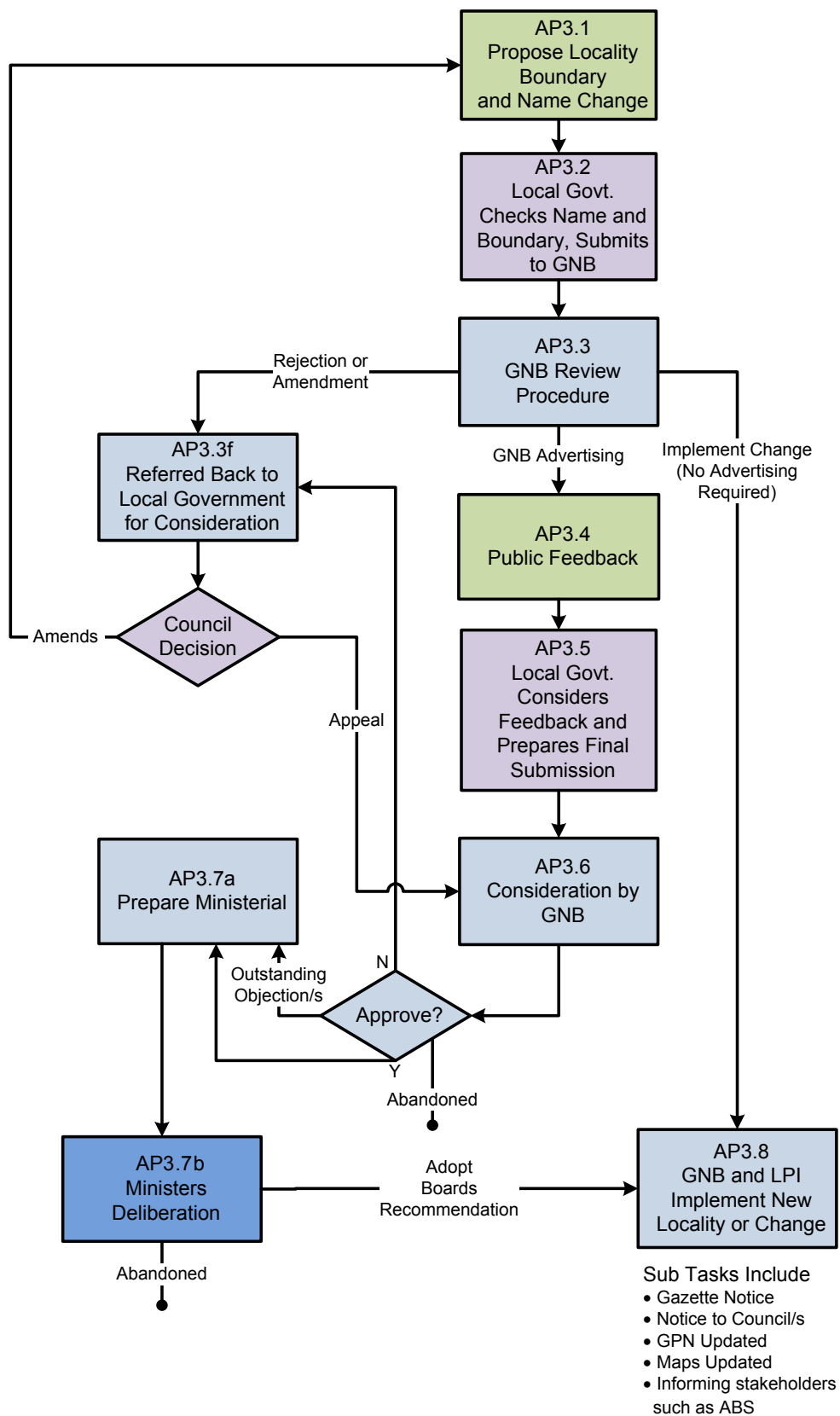
Process AP3: Locality Boundaries

Overview	<p>As localities now cover all of New South Wales, the process for locality boundaries relates to either creating new localities from existing ones (usually as a result of urban growth) or amending the boundaries of an existing locality(ies).</p> <p>Local Government are encouraged to take early action if new localities are envisaged - as significant problems often arise if proposals to create new localities are deferred until after a community has started to move into new developments.</p> <p>Considerations for Creating a New Locality</p> <p>The following criteria are relevant to any consideration for a new locality:</p> <ul style="list-style-type: none"> • Does the proposed new locality represent a new community or an area of proposed urban growth? • Does it have a unique character compared to surrounding areas? • Is there a significant change of land use and is the area easily defined? • Does the proposed name comply with the naming policy? • Do the boundaries comply with the boundary guidelines? <p>Considerations for Amending an Existing Locality</p> <p>The need to amend a locality boundary will arise when there are difficulties with the efficient delivery of services to an area, problems assigning addresses or further land development and construction of new roads.</p> <p>The following criteria are relevant to any proposal to amend an existing locality:</p> <ul style="list-style-type: none"> • The spread of urban development has resulted in an area becoming too large for one locality • A major new road, particularly a controlled access road, has divided a community, providing an opportunity to rename part to a new locality. • The locality name is duplicated in New South Wales in one or more local government areas. <p>The workflow for proposing a new or amended locality is defined in the following figure and described in the process tasks below</p>
Procedures that inform this Process	<p>Procedures 7.1 - Consultation</p> <p>Procedures 7.2 - Notifications</p>
Responsibility	<p>Local Government</p> <p>GNB</p> <p>LPI</p>

Workflow

AP3

Locality Boundaries



Tasks

AP3 Locality Boundaries

- AP3.1 Propose Locality Boundary and Name Changes
- AP3.2 Local Government Checks Name and Boundary, Submits to GNB
- AP3.3 GNB Review Procedure
- AP3.4 Public Feedback
- AP3.5 Local Government Considers Feedback and Prepares Final Submission
- AP3.6 Consideration by GNB
- AP3.7 Refer to Minister
- AP3.8 Implement New Locality or Change

<p>AP3.1</p> <p>Propose Locality Boundary and/or Name Change</p>	<p>A proposal is usually initiated by the GNB.</p> <p>Where a member of the public or a Local Government wish to generate a proposal, it must include reference to the exact boundaries being considered for the new or amended locality. Where the proposal is for an amendment to an existing name, the proposal must indicate the current boundaries of the locality.</p> <p>Extents should be defined on a clear and current map (electronic or paper) prior to proceeding to Task AP3.2 - Local Government Checks. The map should also define the existing boundaries and note any areas where existing addresses are likely to be affected.</p> <p>Locality boundaries must conform to Principles outlined in AUM Chapter 6, Section 6.8 - Locality Naming and Boundaries.</p>
<p>AP3.2</p> <p>Local Government Checks Name and Boundary for Compliance then Submits to GNB</p>	<p>Where a new locality is being created, or an amendment to an existing name is being proposed, the general principles for selecting a name as set out in AUM Chapter 6 - Principles must be considered and applied.</p> <p>Once a name, or group of names, has been selected for a proposal, they need to be checked for conformance against the policy and principles outlined in AUM Chapters 2 and 6.</p> <p>If in the process of checking for duplication and conformance with the policy and principles, a proposal is found to not conform, then alternative options need to be considered.</p> <p>If the proposal conforms to all requirements members of the public or the Local Government should submit the proposal to the GNB and proceed to Task AP3.3 - GNB Review Procedure.</p>
<p>AP3.3</p> <p>GNB Review Procedure</p>	<p>AP3.3 GNB Review Procedure</p> <pre> graph TD Start([Submission from a Local Government]) --> AP33{AP3.3 GNB's Review Procedure} AP33 -- "<10 lots" --> AP33a[AP3.3a Secretariat Considers] AP33 -- "10 ≤ Lots ≤ 20" --> AP33b[AP3.3b GNB Delegates Task to Secretariat] AP33 -- ">20 lots" --> AP33c[AP3.3c GNB Considers] AP33a --> AP33d{AP3.3d Endorsed?} AP33b --> AP33d AP33c --> AP33d AP33d -- "N" --> AP33f[AP3.3f Referred Back to Local Government for Consideration] AP33d -- "Y" --> AP33e[AP3.3e GNB Advertising] AP33d --> End([Implement Change (No Advertising Required)]) </pre>

AP3.3 (Cont.) GNB Review Procedure	<p>For boundary adjustment a graduated approval procedure is applicable. The Sub Tasks are:</p> <p>AP3.3a Secretariat Considers - Less than 10 parcels affected - Delegated Authority for Secretary's Approval. No advertising is required for this proposal subject to all parties being in agreement and the proposal having the full support of the Local Government. Skip to Task AP3.6 - Consideration by GNB.</p> <p>AP3.3b GNB Delegates Task to Secretariat - 10 to 20 parcels affected - Secretary can seek GNB agreement to delegate the approval to them and undertake as an administrative process (i.e. without advertising required). No advertising is required for this proposal subject to all parties being in agreement and the proposal having the full support of the Local Government. Skip to Task AP3.6- Consideration by GNB.</p> <p>AP3.3c GNB Considers - 20 or more parcels affected- Secretariat organise advertising and GNB approval will be required.</p> <p>For re-naming localities or creating a new locality or amending boundaries, these proposals must also go before the GNB for their consideration.</p> <p>AP3.3d Endorsed - If deemed suitable, the proposal will proceed to Task 3.3e - GNB Advertising. However, if the proposal does not require advertising the GNB Secretariat will approve the proposal and skip to Task AP3.7 - GNB or LPI implement.</p> <p>AP3.3e GNB Advertising - Where the proposal requires advertising the GNB Secretariat will proceed to advertise the proposal in a local newspaper and the NSW Government Gazette. They will also notify the Local Government of the endorsed proposal and advise of the 30 day public feedback period (as per Procedure 7.1.4 - Advertising and Public Notices) and maps placed on public display. This notice will also be sent to all subscribers.</p> <p>AP3.3f Referred Back to Local Government for Consideration - If not deemed suitable, the proposal will be referred back to Local Government for their consideration. As per Procedure 7.1.3 - Consulting on a Proposal, Local Government can amend or abandon the proposal or seek an appeal to the GNB.</p>
AP3.4 Public Feedback	<p>Public feedback, where required, will be sought for 30 days from the date at which the advertisement appears in the local newspaper, or in the Government Gazette (whichever is the latter - as per Procedure 7.1.4 - Advertising and Public Notices).</p>
AP3.5 Local Government Considers Feedback and Prepares Final Submission	<p>Once the public feedback period has closed, the GNB Secretariat will collate the information and Local Government will be required to assess the feedback received.</p> <p>Procedure as defined in Procedure 7.1.5 - Submissions shall be followed.</p> <p>Once feedback has been considered by Local Government, a final submission to the GNB can be made by following Procedure 7.1.3 - Consulting on a Proposal.</p>
AP3.6 Consideration by GNB	<p>The proposal can be approved, referred back to the Local Government for further information or rejected at this stage.</p> <p>Where a proposal is to create a new locality or undertake a boundary and/or name amendment which will affect more than 20 parcels, it will be instantly referred to the GNB for their final consideration.</p> <p>If the proposal affects between 10-20 parcels, the proposal will be referred to the GNB to decide if the Secretariat can be delegated the proposal for consideration.</p> <p>Proposals affecting less than 10 lots will be considered by the Secretariat.</p> <p>If a proposal to amend a name or boundary is rejected by the GNB Secretariat and a Local Government still feels there are grounds for GNB consideration the Local Government can appeal the decision to the GNB.</p>

AP3.7 Refer to Minister	<p>Where a proposal was considered and approved by the GNB a submission must be made to the Minister for the Act seeking their approval.</p> <p>Ministerial submissions must be prepared in the manner prescribed by the Ministers office explaining the justification for the proposed name(s) and how the name(s) complies to the NSW Address Policy. The Minister may support or dismiss the proposal submitted by the GNB.</p>
AP3.8 Implement New Locality or Change	<p>Where a proposal is approved by the Secretariat (and does not require GNB or Ministerial notification) they must inform government agencies.</p> <p>If a proposal has been approved by the Minister, a notification and gazettal process can be implemented. Refer to Procedure 7.2.2 - Gazettal of Road Names and Locality Boundaries.</p>

Process AP4: Addressing – Adding or Amending Addresses where Road Name Exists

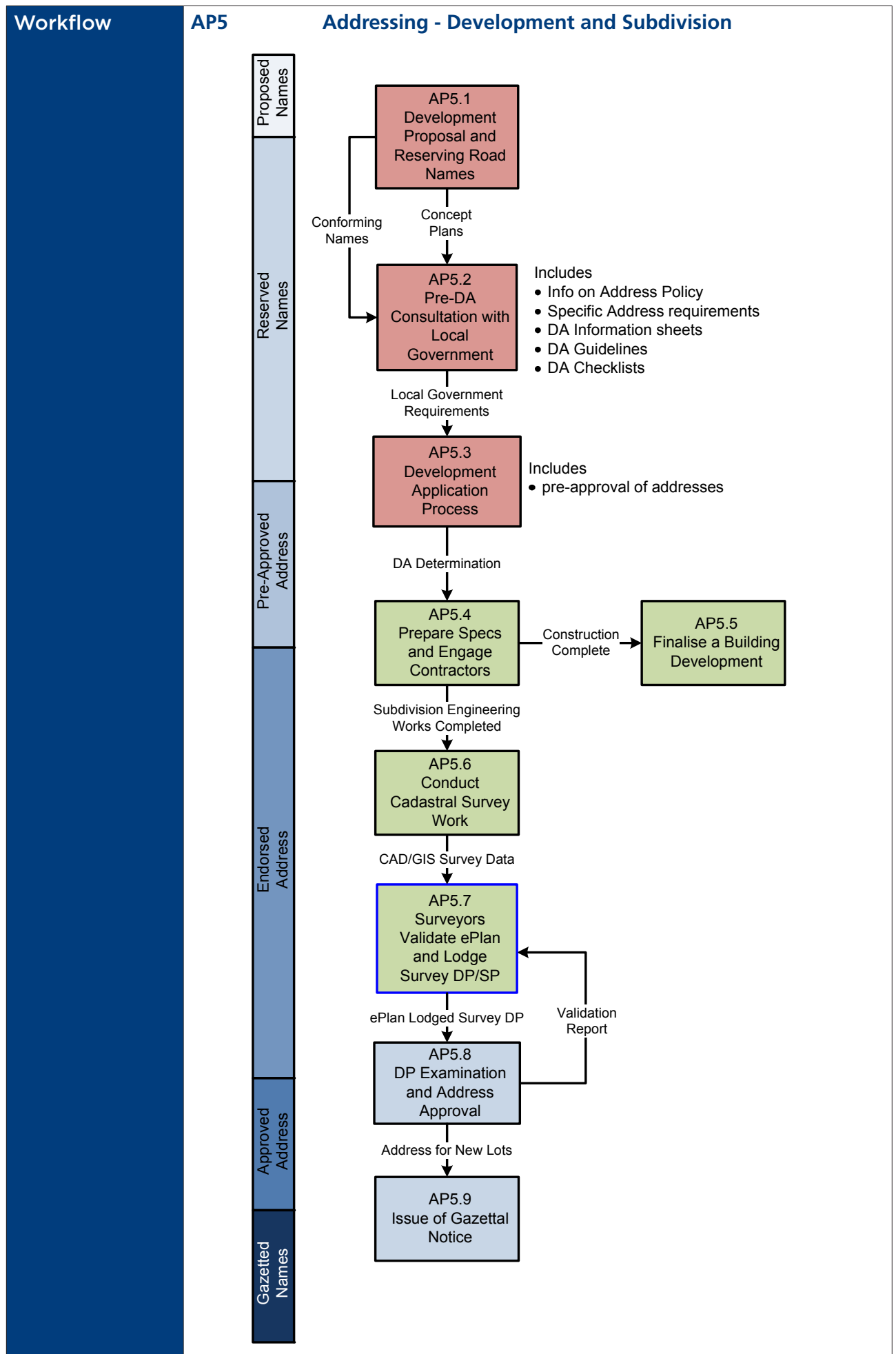
Overview	<p>Occasionally there will be a requirement to notify the NSW Addressing Committee of new addresses for the NSW Address Database outside of the subdivision process.</p> <p>This process applies where changes to existing addresses are required, minor additions are being made to the existing address network, addresses which currently exist are required to be registered for the first time or modifications are required to existing addresses.</p> <p>An example of activities that generate address changes for this procedure are building developments over existing lots. These building developments may be small or large and may, or may not, require a DA but they don't involve land tenure changes.</p> <p>For this process road names are assumed to be existing as either gazetted, registered or known names. For the process of gazetting road names refer to Process AP1 - Road Naming/Renaming - Local Government.</p>
Procedures that inform this Process	<p>Procedure 7.4 - Signage</p>
Responsibility	<p>Local Government GNB LPI</p>
Workflow	<p>AP4 Addressing - Adding or Amending Addresses where Road Names Exist</p> <pre> graph TD subgraph Local_Government_Address_Process [Local Government Address Process] AP4_1[AP4.1 Local Government Develops Addressing Request] --> Suitable Request AP4_2[AP4.2 Submit Request to NSW Addressing Committee] end subgraph NSW_Address_Council [NSW Addressing Committee] AP4_6[AP4.6 NSW Addressing Committee Data Quality Improvement Projects and Programs] --> Anomaly Reports AP4_3[AP4.3 Assessment and Verification of Request] AP4_3 --> Update Instruction AP4_4[AP4.4 Integration/Implementation of Address Updates] end subgraph Agency_and_Commercial_Address_Maintenance_Procedures [Agency and Commercial Address Maintenance Procedures] AP4_5[AP4.5 Agency and Commercial Address Maintenance Procedures] end AP4_2 --> Endorsed Submission AP4_3 AP4_4 --> Update Notification AP4_5 AP4_5 --> Update Notification AP4_2 </pre>

Tasks	AP4 Addressing - Adding or Amending Addresses where Road Name Exists
	AP4.1 Local Government Develops Addressing Request
	AP4.2 Submit request to NSW Addressing Committee
	AP4.3 Assessment and Verification of Request
	AP4.4 Integration/Implementation of Address Updates
	AP4.5 Agency and Commercial Address Maintenance Procedures
	AP4.6 NSW Addressing Committee Data Quality Improvement Projects and Programs

AP4.1 Local Government Develop Addressing Request	<p>Defining Extent</p> <p>A proposal must include reference to the location of the address points (if they exist currently) and the name of the locality in which the address(es) is/will be located.</p> <p>Points and extents should be defined on a clear and current map (electronic or paper) prior to proceeding to Task AP4.2 - Submit Request to NSW Addressing Committee. For details of address number allocation and geocoding applicants should refer to AUM Chapter 6 - Addressing Principles.</p> <p>Selecting Address Number(s)</p> <p>The general principles for selecting a name and applying address numbers as set out in AUM Chapter 6 must be considered.</p> <p>If a request is initiated by a non-Local Government authority, the proposal shall be submitted to the Local Government for their assessment prior to submission to the NSW Addressing Committee.</p> <p>Additional expertise is available to Local Government when determining whether a proposed address is suitable and conforms to the policies and principles for addressing in NSW. Refer to Procedure 7.3.4 - Suitability Assessment for details regarding these assessments.</p>
AP4.2 Submit Request to NSW Address Management and Operations Committee	<p>Once the proposal is assessed as suitable and conforming to the policy and principles the Local Government need to ratify the proposal and either endorse it for submission to the NSW Addressing Committee, or discard/amend it.</p> <p>Refer to Procedure 7.1.5 - Submissions for details of in-house authorisation required before a proposal can be submitted.</p>
AP4.3 Assessment and Verification of Request	<p>If deemed suitable, the NSW Addressing Committee will approve the address proposal which then triggers three actions, as described in Task AP4.4 - Integration/ Implementation of Address Updates.</p> <p>If any queries arise, the proposal will be referred to the Local Government for clarification.</p>
AP4.4 Integration/ Implementation of Address Updates	<p>Once a proposal has been approved by the NSW Addressing Committee it is able to be updated in LPI systems and the NSW Address Database.</p> <p>LPI will inform Local Government of the updates made in the NSW Address Database.</p> <p>Requirements for updating the database will conform with the NSW Address Policy.</p>
AP4.5 Agency and Commercial Address Maintenance Procedures	<p>For external agencies and enterprises there are considerable automated and manual tasks required to fully implement the address changes within their existing systems. This could involve rematching of new addresses to existing records or creating new records. This should be part of normal maintenance tasks.</p> <p>As per Procedure 7.4 - Signage, where required, signage should be installed within 30 working days of the addressing approval being notified to the Local Government.</p>
AP4.6 NSW Addressing Committee Data Quality Improvement Projects and Programs	<p>The NSW Addressing Committee has specific and general work programs to upgrade the quality of the address with the goal of achieving Authoritative Addresses (as described in NSW Address Policy). Data scrubbing and reporting are conducted to identify addresses that are missing, incomplete, inaccurate, duplications or contain erroneous attributes.</p>

Process AP5: Addressing – Development and Subdivision

Overview	<p>The planning, construction and development process involves many organisations and pieces of legislation to enable the creation of new property titles in NSW.</p> <p>The process tasks defined outline the end-to-end requirements of the development and subdivision processes, using either e-Plan or traditional methods [manual lodgment over the counter] for communicating with the NSW Addressing Committee.</p> <p>The process elaborates on the legislative requirements for planning purposes, but also includes tasks specifically relevant to addressing.</p> <p>The process encourages the capture of an authoritative address as early as possible in the development process to maximise benefits from use of the NSW Address Database.</p> <p>There is considerable variation in the size and implementation of developments and the process is indicative of where the address activities could and should occur - however each development will have to determine what can be achieved within its given parameters.</p> <p>The process can cover both subdivision developments and building developments that are undertaken under the formal Development Application process that is managed by Local Government.</p> <p>Tasks 5.1 - 5.5 specifically cover developments that do not require the submission of a DA to LPI.</p> <p>The process can cover the scenarios of developments both with and without new roads. For building developments the new roads will be internal private roads.</p> <p><i>If there are no roads being created, the road naming tasks are not required to be completed and can be omitted.</i></p> <p><i>Where parks or reserves are being planned for a development area, the developer should refer to the GNB Guidelines for the naming of these geographical features.</i></p> <p>Local Government has a key role in the allocation and approval of appropriate addresses to support developments. They are the primary contact point for addressing and they, in cooperation with the NSW Addressing Committee, will create authoritative addresses in accordance with NSW legislation, Australian Standards and the NSW Address Policy. Local Government procedures and policies may vary and so will the time taken to approve and create addresses. Developers should consult with Local Government early and often to ensure their projects are not delayed or interrupted in getting the essential addressing tasks completed.</p>
Procedures that inform this Process	<p>Procedures 7.1 - Consultation</p> <p>Procedures 7.2 - Notifications</p> <p>Procedures 7.3 - Reservations and Pre-Approvals</p> <p>Procedures 7.4 - Signage</p>
Responsibility	<p>Developers</p> <p>Surveyors</p> <p>Planning Consultants</p> <p>Local Government</p> <p>GNB</p> <p>LPI</p>

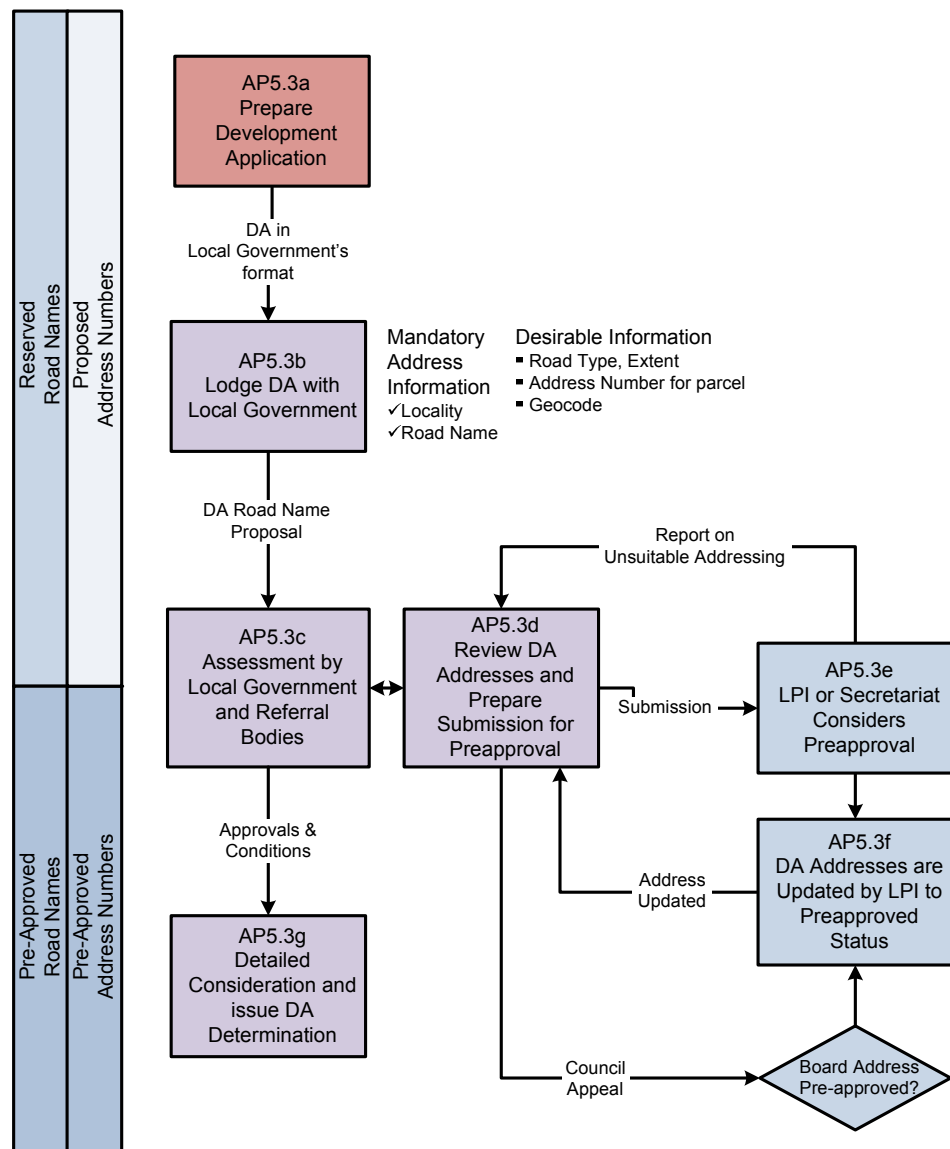


Tasks	<div data-bbox="371 152 1394 190">AP5 Addressing - Development and Subdivision</div> <div data-bbox="371 190 1394 595"><div data-bbox="371 190 1394 228">AP5.1 Development Proposal and Reserving Road Names</div><div data-bbox="371 228 1394 266">AP5.2 Pre-DA Consultation with Local Government</div><div data-bbox="371 266 1394 304">AP5.3 Development Application Process</div><div data-bbox="371 304 1394 342">AP5.4 Finalise a Building Development</div><div data-bbox="371 342 1394 380">AP5.6 Conduct Cadastral Survey Work</div><div data-bbox="371 380 1394 418">AP5.7 Surveyors Validate e-Plan and Lodge DP/SP</div><div data-bbox="371 418 1394 456">AP5.8 DP Examination and Address Approval</div><div data-bbox="371 456 1394 495">AP5.9 Issue of Gazettal Notice</div></div>
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AP5.1 Development Proposal and Reserving Road Names	<p>Once a basic concept plan has been formed, the developer will prepare a project brief and select a planning company to flesh out the proposal and negotiate the DA approval process.</p> <p>At this concept plan phase the principles of addressing should be considered and a request can be made to the Local Government to reserve any potential road names the developer might be considering. This procedure is managed by Local Government as provided in Procedure 7.3.2 - Reservation of Road Names.</p>
AP5.2 Pre-DA Consultation with Local Government	<p>The aim of including a Pre-DA Consultation step is to resolve issues 'up front' and to ensure that applications, when lodged, contain all necessary information so as to enable a prompt decision on the proposal.</p> <p>The nature and extent of the pre-DA Consultation will vary with different Local Governments and for different developments with varying scale and type. There is a correlation between the scale of a development and the need and degree of consultation required. A Development Assessment Panel (DAP) or Pre-Development Unit or officer should, where possible, be available for pre-DA consultation and advice.</p> <p>The service offered by Local Government is generally optional and may involve fees. Development Application Kits, often in the form suite of documents that provides a series of information sheets, should refer applicants to the NSW Address Policy and Addressing User Manual - and also include reference to any Local Government-specific addressing rules.</p> <p>The concept plans that are used during the Pre-DA Consultation should show the road names (and perhaps, but not mandatorily, their type) that have been checked (and potentially reserved by Local Government) for that development.</p> <p>Local Government should have on their Pre-DA Consultation checklist a step to verify if reserved names have been used and should check that all names comply with any of their own internal addressing policies and the policy and principles of the AUM.</p> <p>It would be preferable if a Local Government representative was included in the Pre-DA Consultation to explain or clarify the addressing requirements and conditions. The NSW Addressing Committee are also available to assist Local Government in assigning and authorising address names and numbers - refer to Procedure 7.3.4 - Suitability Assessment.</p> <p>Where it is identified that a current locality boundary dissects the proposed development area, or the boundaries might need to be amended, the Local Government should take this into account and be prepared to submit a locality boundary change proposal to the GNB later in this process (see Task AP5.6). Refer to AP3 - Locality Boundaries for details.</p>
AP5.3 Development Application Process	<p>There is an increasing trend to use external certifiers and this may affect when Local Government receives detailed information for a particular development. Local Government still need to validate the developments address requirements and then submit details to the NSW Addressing Committee as necessary for that development.</p> <p>As part of this task, various sub-tasks have been identified. They are defined on the workflow diagram below and described in the following sections.</p>

AP5.3

Development Application Process



Tasks

AP5.3 Development Application Process

- AP5.3a Prepare Development Application
- AP5.3b Lodge DA with Local Government
- AP5.3c Assessment by Local Government and Referral Bodies
- AP5.3d Review DA Addresses and Prepare Submission for Preapproval
- AP5.3e LPI or Secretariat Returns Proposal to Local Government
- AP5.3f DA Addresses Numbers are Updated by LPI to Pre-approved Status
- AP5.3g Detailed Consideration and issue DA Determination

<p>AP5.3a</p> <p>Prepare Development Application</p>	<p>After receiving direction from the Pre-DA Consultation the Planning Consultant will continue the process of documenting the DA. As the Planning Consultant refines the concept plans and adds more details they need to ensure the wayfinding and addressing continues to achieve best practice levels.</p> <p>The DA should include all road naming (that has been checked by LG) and addressing that complies with Local Government Addressing Policy (where relevant/available) and the NSW Address Policy.</p> <p>By this stage the DA proposal subdivision plans should include:</p> <ul style="list-style-type: none"> • the locality • Local Government checked (and where relevant 'reserved' status) road names • lot numbers and • proposed street address numbers (not mandatory at this stage, but it is preferred).
<p>AP5.3b</p> <p>Lodge DA with Local Government</p>	<p>This task is based on <i>Environmental Planning and Assessment Act 1979</i> Section 78A.</p> <p>The mode of lodgment and process will vary with different Local Governments and also change to suit the scale and type of development. Joint lodgment of DAs and Construction Certificates (CC) is an option offered by some Local Governments which has advantages for various developments.</p> <p>It is also possible that developments can cross Local Government boundaries and even state boundaries. Agreement needs to be negotiated between all stakeholders on how these development projects will be handled. This includes the ongoing servicing and maintenance of the development once completed.</p> <p>The receiving officer checklist should include a check that plans include address information as indicated in Task AP5.3a - Prepare DA. It should be noted that the address shown on the concept plans only has a 'proposed' status at this DA stage and can potentially change during the development process.</p>
<p>AP5.3c</p> <p>Initial Assessment by Local Government, Referral Bodies and Public Notification</p>	<p>This task is based on <i>Environmental Planning and Assessment Act 1979</i> Sections 79, 79A and 96 and <i>EP&A Regulation</i> Clause 54 and contains various sub-tasks.</p> <p>i) Initial Assessment of DAs</p> <p>This task involves initial assessment of DAs lodged with Local Government, instigation of referral procedures and potential to require additional information on a proposed development from an applicant. Assessment options for Local Government include:</p> <ul style="list-style-type: none"> • A Development Assessment Panel (DAP). • A single senior officer e.g. a 'Quality Applications Officer'. • Frequent Application Review/Allocation Meetings. <p>Due to the subsequent Public Notification and Consultation tasks, Local Government should give consideration to making preliminary checks on addressing elements contained in a DA to ensure the plans are ready for public comment.</p> <p>ii) Notification and/or Consultation</p> <p>Following the completion of the initial assessment and receiving additional information the separate Notification and/or Consultation process can commence in accordance with the Local Government's Notification Policy.</p>

AP5.3c (Cont.)**Initial
Assessment
by Local
Government,
Referral Bodies
and Public
Notification****Consultation**

Weekly lists of DAs received are produced for notice in local newspaper and advice to Councillors. The Public notification/consultation procedures advise interested parties of how they can make a submission. This task is based on *Environmental Planning and Assessment Act 1979* Section 79B.

External Notification

This task is a statutory-required consultation with external bodies, generally for concurrence or integrated development, and internal referrals for specialised advice from within Local Government.

The list of notified agencies (specified in *Section 91* of the EP&A Act) seeks comment on DAs via referral to outside organisations, such as State Government departments. If advice from referred authorities is not received within 21 days, the Local Government can determine the DA.

The list of notifiable agencies for Integrated Developments includes:

- Department of Water and Energy
- Sydney Water for service availability
- Police for safety considerations
- Environmental Protection Agency
- Mines
- Roads and Maritime Services
- Department of Fisheries
- National Parks and Wildlife Services
- NSW Heritage
- Department of Infrastructure, Planning and Natural Resources
- Department of Housing
- Rural Fire Service

These agencies are responsible, to varying degrees, for the legislation listed as relevant to s.91 of the EP&A Act.

GNB Notification

At present the GNB is not formally included in Local Government referral lists for DAs. However, this process strongly recommends that at this stage in the consultation process, Local Government should include consultation with the GNB so that new road names can be captured for the NSW Address Database and pre-approved (refer to Procedure 7.3.3 - Pre-Approval).

<p>AP5.3d</p> <p>Review DA Addresses and Prepare Submission for Preapproval</p>	<p>Internal Local Government Review of DA Addressing</p> <p>Delegation of responsibilities for road naming and addressing are often applied to different internal departments within Local Government. The endorsement process for road naming and addressing can therefore vary from Local Government to Local Government.</p> <p>The DA should be provided to the department/s responsible for road naming and addressing so that they may assess DA proposal.</p> <p>Assessment of the proposal should consider how the numbering (if available), naming and locality boundaries conform to the Principles outlined in AUM Chapter 6 and whether any procedural information needs to be considered (i.e. consultation).</p> <p>Subdivisions can lead to a change in land use from rural to urban and often require adjustment to the locality boundaries to create suburban areas. Main road construction or realignments present the major opportunity form new locality boundaries. The Address Assessment should consider boundary changes and when required should action this in cooperation with the GNB - refer to AP3 - Locality Boundaries.</p> <p>At this stage Local Government should, if necessary, issue directions on road layout, signage and addressing to make the subdivision easily navigable and houses easily located.</p> <p>If not previously undertaken, the proposal can now be formally submitted to the NSW Addressing Committee for their consideration and potential pre-approval - refer to Procedure 7.3.3 - Pre-Approval.</p>
<p>AP5.3e</p> <p>NSW Addressing Committee Considers Pre-Approval Proposal</p>	<p>Consideration by NSW Addressing Committee</p> <p>The NSW Addressing Committee will assess proposals using different means.</p> <p>Where a proposal includes only road or locality name/boundary proposals at this stage, the details will be referred to the GNB Secretariat for their consideration. The Secretariat has delegated authority to consider and approve proposals where they are straightforward and conform to the NSW Address Policy.</p> <p>If deemed suitable, the GNB Secretariat will pre-approve the road naming proposal and set into action AP3 - Locality Boundary. Pre-approval means that the road name status will be updated in the GRN and NSW Address Database and reserved for use until such time as the plan is lodged. If a proposed road name or locality name/boundary proposal is deemed unsuitable, the GNB Secretariat will refer the proposal back to the Local Government for amendment. Local Government can amend the proposal or appeal to the GNB directly.</p> <p>Where a proposal includes address numbers the NSW Addressing Committee will consider these and liaise with Local Government where further details or amendments might be required. Where no amendments are required the details will be entered into the NSW Address Database as 'pre-approved'.</p>
<p>AP5.3f</p> <p>DA Addresses are Updated by LPI to Pre-approved Status</p>	<p>After consideration of the DA addresses in the preceding AP5.3e LPI/GNB review sub-task, the addresses are considered to be sufficiently stable and of a significant benefit to the construction phase that they should be made available for general use through the NSW Address Database with a qualified status of Pre-Approved.</p> <p>Address data users can access this information as per the provisions of the NSW Address Policy.</p>

<p>AP5.3g</p> <p>Detailed Consideration and issue DA Determination</p>	<p>This task represents the culmination of the Local Government consultation process and it includes preparation of a response to the DA submission. It is based on <i>Environmental Planning and Assessment Act 1979</i> sections 79c, 80A and 81.</p> <p>'Standard' conditions of consent should be prepared, with variations/additions as required for the application.</p> <p>Conditions of consent should include reference to any address components which require amendment and be categorised in terms of:</p> <ul style="list-style-type: none"> • General terms of approval from integrated approval bodies (e.g. authorisation under Section 100B of the <i>Rural Fires Act 1997</i> from the Commissioner of the NSW Rural Fire Service). • Terms of approval from concurrence bodies, including requirement for other (non-integrated development) approvals (e.g. Waterways Authority under s 13TA of the <i>Maritime Services Act 1935</i>). <p>Persons who made a submission on a development application are advised of the decision, including:</p> <ul style="list-style-type: none"> • Conditions of any consent. • Reasons for any refusal. • Rights and limitations for any appeal and judicial review. <p>Public notice of determination of application are usually given in a local newspaper and Minutes of Local Government panel/committee/meeting that made decision publicly available e.g. on Local Government website.</p>
<p>AP5.4</p> <p>Prepare Specifications and Engage Contractors</p>	<p>During the construction phase the developer will appoint a project manager who, will take into consideration:</p> <ul style="list-style-type: none"> • the DA submission and the supporting documentation • the DA Determination and conditions • the original project brief and scope • relevant legislation, policies, guidelines, standards and specifications • the Construction Certificate if approved or alternatively submit application with support of contractors. <p>The developer/project manager is required to ensure all Development Consent conditions have been addressed, all Construction Certificate approved works are completed and all Compliance Certificates from certifiers are submitted.</p>

AP5.5**Finalise a Building Development**

Building developments do not create new titles but they can create sites that need addressing. This task involves the finalisation of the DA process for a building development rather than a land subdivision development. The subdivision DA process continues on a different path with the submission of a survey to create title (for the DA process - where Local Government would like to formalise the addresses early, they can submit the information to the NSW Addressing Committee now, or can proceed to task AP5.6 - Conduct Cadastral Survey Work).

At the conclusion of the building construction phase the developer must submit to the Local Government completion certificates stating compliance with the DA Conditions. The Local Government can then grant occupancy licences. Included in the documents that the Developer must submit to Local Government is an 'as built plan' or 'linen plan' for processing. Optimally Local Government would already have preapproved the addresses but the as-built plan would include any minor construction changes. At this point Local Government must ensure:

- road extents are determined (refer to AUM Chapter 6 - Addressing Principle 6.7.7 - Road Extents)
- road name and road types are allocated to plans (ensuring conformance with principles contained in AUM Chapter 6)
- address numbers are assigned (ensuring conformance with principles contained in AUM Chapter 6 - Sections 6.1 to 6.6)
- addresses are appropriately identified and allocated in accordance with the policy outlined in AUM Chapter 2.

This information shall be provided by Local Government to the NSW Addressing Committee for updating in the NSW Address Database.

AP5.6**Conduct
Cadastral
Survey Work**

The surveyor will commence finalisation of the land parcel boundary pegging once the engineering ground works nears completion. For strata subdivision developments this point is the completion of construction of the units. At this stage in the addressing process, the developer needs to ensure that:

- road extents are determined (refer to AUM Chapter 6 - Addressing Principle 6.7.7 - Road Extents)
- road name and road types are allocated to plans (ensuring conformance with principles contained in AUM Chapter 6)
- address numbers are assigned (ensuring conformance with principles contained in AUM Chapter 6 - Sections 6.1 to 6.6)
- addresses are appropriately identified and allocated in accordance with the policy outlined in AUM Chapter 2.

Conduct Cadastral Survey Work

Early in the construction phase the surveyor defined the subdivision site in their survey CAD package. The Planning Consultant's proposed subdivision layout plan is overlaid to produce a best fit true dimension plan for consideration by the project manager and other contractors.

Major or minor boundary layout changes may be made throughout the construction phase due to the Conditions of Consent from the DA determination or due to engineering considerations.

The surveyor will add locality, road names and addresses into their CAD package if or when they are available. The surveyor must ensure valid names and address are used on the final plans for the legal registration process.

Once the engineering ground works are complete the surveyor can undertake the final pegging and the lots are ready for sale.

The surveyor will give a final pegging certificate to the project manager.

Prepare Subdivision Documentation - Finalise and Validate Addresses

Once construction is complete, the Project Manager will make an application for a Subdivision Certificate from Local Government which requires all Development Consent conditions have been addressed, all Construction Certificate approved works are completed and all Compliance Certificates from certifiers submitted.

A registered surveyor must prepare the final plan of subdivision and, if relevant, prepare the 88B instrument. This plan will be signed by Local Government and is ready for lodgment at LPI.

At this stage the surveyor must ensure that on the plans:

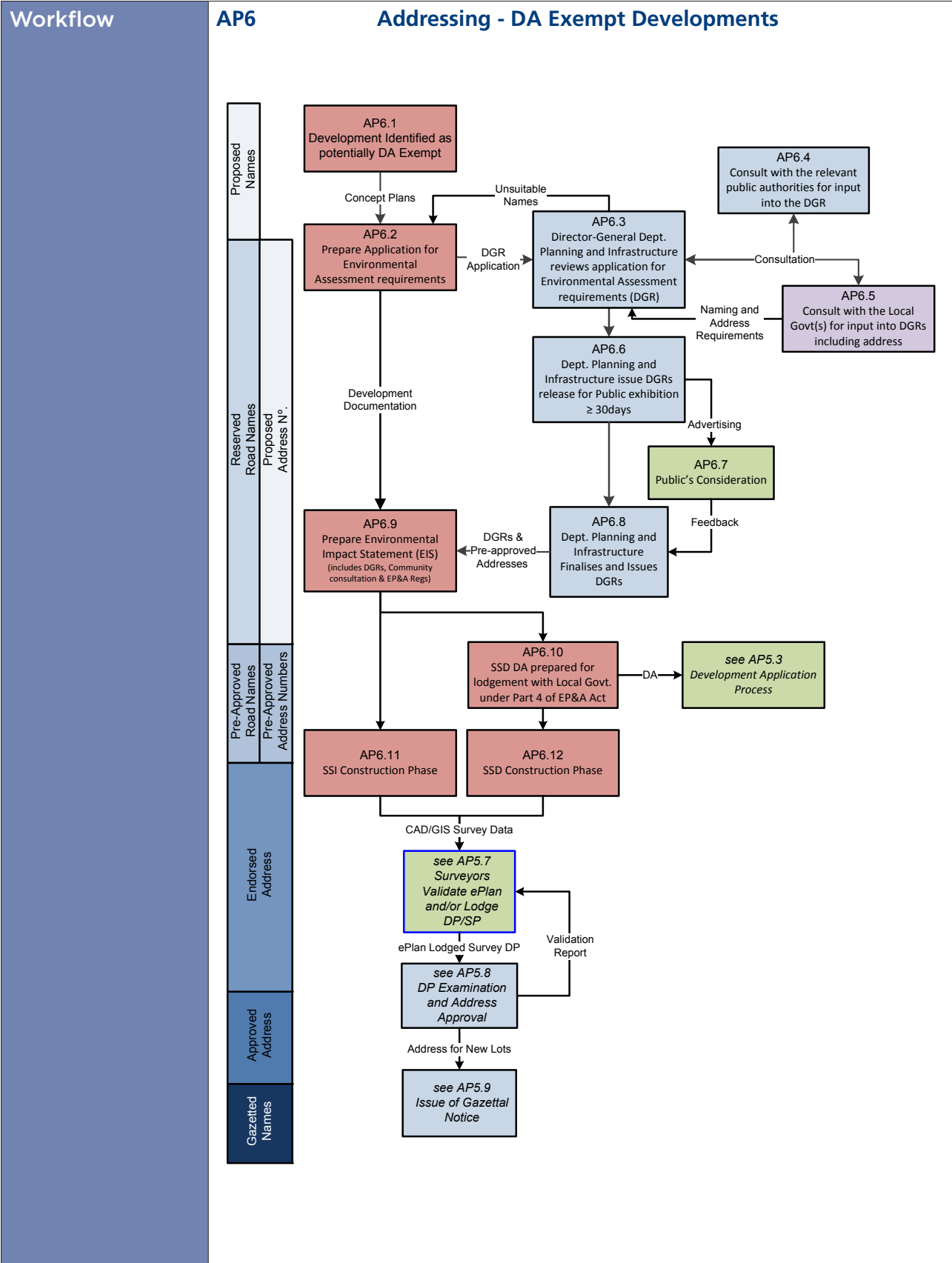
- final road extents are determined - refer to AUM Chapter 6 - Principle 6.7.7 - Road Extents
- final road name and road types are allocated to plans (ensuring conformance with principles contained in AUM Chapter 6)
- final address numbers are assigned (ensuring conformance with principles contained in AUM Chapter 6 - Sections 6.1 to 6.6)
- addresses are appropriately identified and allocated in accordance with the policy outlined in AUM Chapter 2.

<p>AP5.6 Cont.</p> <p>Conduct Cadastral Survey Work</p>	<p>The Local Government process for signing the final plan of subdivision should include the validation of the official site numbers for address. These numbers should have been issued by the Local Government earlier in the development process.</p> <p>The Local Government must check the subdivision plan and where endorsed must ensure that address details are forwarded to the NSW Addressing Committee. The details include:</p> <ul style="list-style-type: none"> • update to pre-approved road names, and provide explanations of why this has occurred • update road extent details • provide road types (if not previously provided) • indicate address numbers for each road extent (which will be crossed referenced to the plans when deposited). <p>Where the Local Government identify issues with the propose numbers, road names or localities, they should refer these issues to the surveyor/developer/Planning Consultant for amendment. Subdivisions can lead to a change in land use from rural to urban and often require adjustment to the locality boundaries to create suburban areas. Main road construction or realignments present the major opportunity form new locality boundaries. Local Government should have already amended the locality boundary if necessary as an outcome of the Pre - DA Review or the DA Assessment. If this did not happen for any reason it should now be undertaken in cooperation with the GNB (refer to Process AP3 - Locality Boundaries).</p>
<p>AP5.7</p> <p>Surveyors Validate ePlan and/or Lodge DP/SP</p>	<p>Once a Deposited Plan (DP) is formally lodged, a survey examination process validates the survey and the plan and any errors are assessed. The validation will check that each new Road Name and Type, and Locality Name and Boundary are valid against the NSW Address Database. Any discrepancies between the pre-approved names and those submitted on the plans are now flagged for the attention of the NSW Addressing Committee.</p> <p>The surveyor is required to correct any deficiencies in the Deposited Plan that are detected by LPI when examining the survey and then re-lodge the DP. This can incur additional fees and penalties.</p>

<p>AP5.8</p> <p>DP Examination and Address Approval</p>	<p>Following the lodgment of a plan for registration various checks are made to help ensure the quality of the survey and the DP. The examination also includes a legal examination to ensure the status of authority of the subdivision, the status of the subject lot and resulting new lots and the enforceability of any spatial rights or encumbrances (e.g. easements). If the DP passes examination it is deemed approved. DPs that fail examination are returned to surveyors for corrective actions.</p> <p>At this stage in the process, the NSW Addressing Committee assess the final road names, types and address numbers assigned to the lodged Deposited Plan. The NSW Addressing Committee will analyse:</p> <ul style="list-style-type: none"> • If any changes have occurred to the proposed road names since pre-approval was granted (if changes have occurred, the GNB Secretariat can approve them. If major modifications have occurred, the proposal will be referred to the GNB for consideration and potential approval). • If road types were not included in the original pre-approval proposal, the road types now assigned will be assessed for suitability and conformance with this policy. • If address numbers have been assigned appropriately. <p>Should there have been no major changes made since pre-approval was granted, the NSW Addressing Committee can make arrangements for the registration of the address components (GNB Secretariat will make arrangements for registration and gazettal of the road names - refer to Procedure 7.2.2 - Gazettal of Road Names and Locality Boundaries for details).</p> <p>If major modifications have been made, the proposal will be referred to the NSW Addressing Committee members for their advice and decision. Should errors or issues arise they will be referred back to the Local Government for mitigation and rectification purposes.</p>
<p>AP5.9</p> <p>Issue of Gazettal Notice</p>	<p>Upon receiving notice of the address approval, the Local Government needs to complete appropriate actions to incorporate the addresses in their systems and notify appropriate agencies and commercial bodies.</p> <p>As per Procedure 7.4 - Signage should be installed within 30 working days of the name approval being notified.</p>

Process AP6: Addressing - DA Exempt Developments

Overview	<p>The process steps below outline the end-to-end requirements for developments that do not generally involve the DA process as some DAs are submitted under Part 4 of the EP&A Act.</p> <p>DA Exempt Developments are usually large government initiatives intended to cut across established procedures to try to reduce time and costs to meet specific government objectives. The resulting developments are usually held under a single parent title or a small set of adjoining land titles on behalf of the Crown.</p> <p>Applicants can be either Public or Private for:</p> <ul style="list-style-type: none"> • State Significant Developments (SSD) processed by Local Government under Part 4 of EP&A Act with flexibility to exceed local development standards. The Development Application process is used but exemptions and variations are possible to allow these developments to be built as they have a scale, significance or potential impact that makes them significant to a region or the State. • State Significant Infrastructure (SSI) mainly public authorities constructing roads, railways or pipelines which don't require consent but have significant environment impact (e.g. a port). <p>The naming and addressing of these developments will be significant and require early Local Government, LPI and GNB input to ensure community expectations are met.</p> <p>This process encourages the capture of an authoritative address as early in the development process as possible to maximise benefits from address use and reuse and to help avoid introduction of erroneous address data.</p> <p>In addition to the planning controls of Local Government, the Department of Planning and Infrastructure is predominantly responsible for assessing planning applications under the State Significant Assessment System for projects whose size, complexity, importance or potential impacts mean they are of State, rather than local or regional, significance. The aims of the State Environmental Planning Policy (SEPP) are as follows:</p> <ol style="list-style-type: none"> a) to identify development that is State significant b) to identify development that is State significant infrastructure and critical State significant infrastructure c) to confer functions on joint regional planning panels to determine development applications. <p>It is these SEPP developments that are generally exempt from Local Government DA processes that are the subject of this address process. The steps described below are to mitigate the lack of formally approval workflow that normally enables address allocation to be managed.</p>
Procedures that inform this Process	<p>Procedures 7.1 - Consultation</p> <p>Procedures 7.2 - Notifications</p> <p>Procedures 7.3 - Reservations and Pre-Approvals</p> <p>Procedures 7.4 - Signage</p>
Responsibility	<p>Local Government</p> <p>State Government Agency</p> <p>GNB</p> <p>LPI</p>

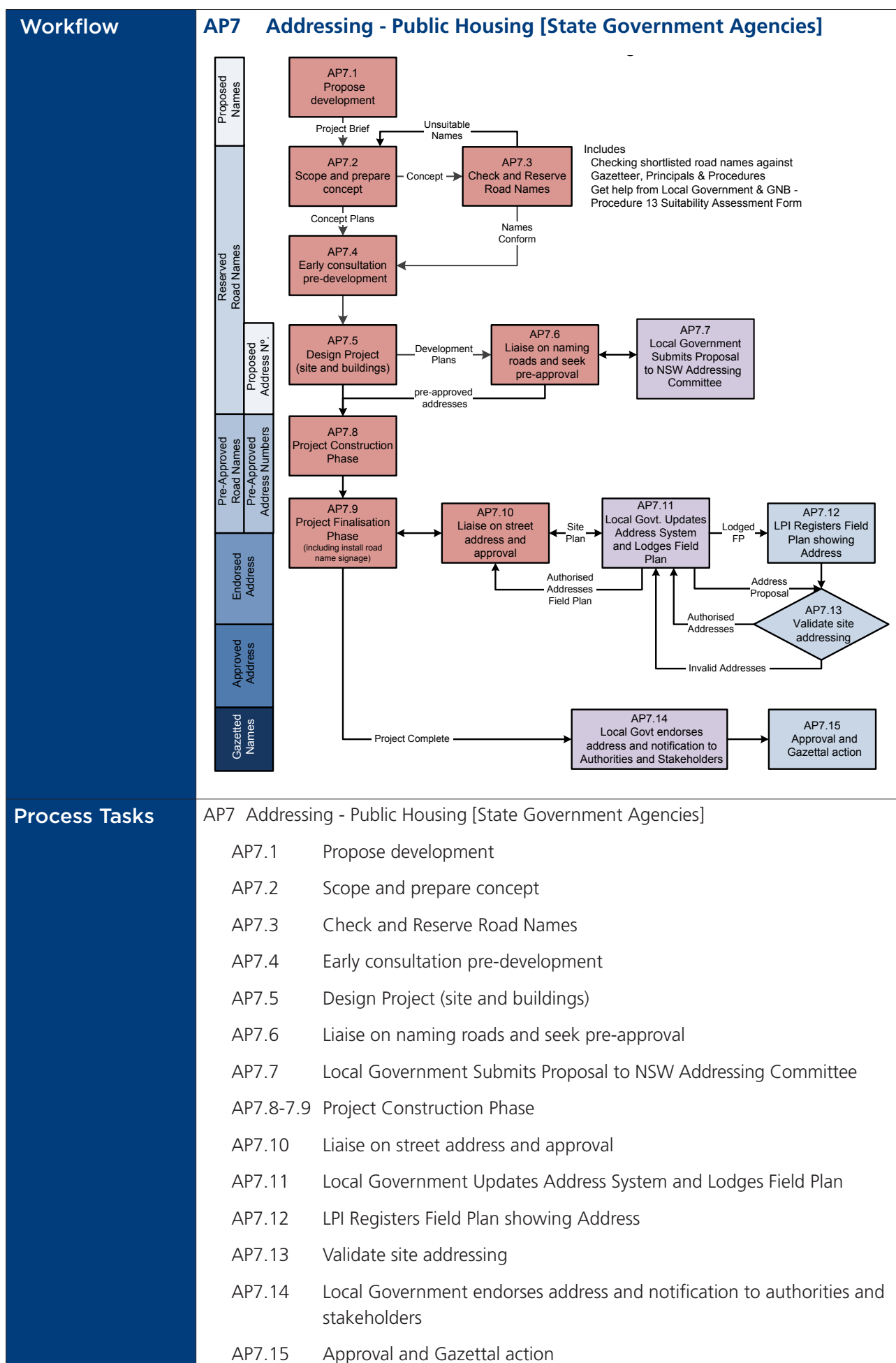


Process tasks	<p>AP6 Addressing - DA Exempt Developments</p> <p>AP6.1 Development Identified as potentially DA Exempt</p> <p>AP6.2 Prepare Application for Environmental Assessment requirements</p> <p>AP6.3 Director-General Department of Planning and Infrastructure reviews application for Environmental Assessment requirements (DGR)</p> <p>AP6.4 Consult with the relevant public authorities for input into the DGR</p> <p>AP6.5 Consult with the Local Government(s) for input into DGRs including address</p> <p>AP6.6-6.8 Department of Planning and Infrastructure issue DGRs release for Public exhibition ≥ 30days</p> <p>AP6.9-6.12 Prepare Environmental Impact Statement (EIS)</p> <p>AP6.13 Survey Lodgment and Road Name Gazettal</p>
<p>AP6.1</p> <p>Development Identified as Potentially DA Exempt</p>	<p>Developers and Government Agencies will prepare concept plans and seek support and concept approval from Government for special development treatment due to exceptional circumstances. This can reduce development time and costs and is therefore carefully considered by government.</p>
<p>AP6.2</p> <p>Prepare Application for Environmental Assessment requirements</p>	<p>Once the project's feasibility has been determined concept plans are then used to develop the DGR Application for Environmental Assessment.</p> <p>This application must address strict government requirements for development and should consider addressing requirements at this early stage. Where numbering, road naming or locality name/boundary information is included in the preparations, reference should be made to the principles outlined in AUM Chapter 6 - Addressing Principles to ensure the addresses will conform to requirements of the NSW Address Policy.</p>
<p>AP6.3</p> <p>Director-General Department of Planning and Infrastructure reviews application for Environmental Assessment requirements (DGR)</p>	<p>The Department of Planning and Infrastructure reviews DGR applications and consults with other government agencies to compile a DGR document to release for public comment.</p> <p>This document should consider addressing requirements and any details included for numbering, road naming or locality boundaries should comply with the principles outlined in AUM Chapter 6 - Addressing Principles.</p>
<p>AP6.4</p> <p>Consult with the relevant public authorities for input into the DGR</p>	<p>At this task, the Department of Planning and Infrastructure consults with the relevant public authorities for input into the DGR.</p> <p>The consultation should consider addressing requirements and reference be made to Local Government requirements for numbering, road naming or locality boundaries which should comply with the principles outlined in AUM Chapter 6 - Addressing Principles.</p>

AP6.5 Consult with the Local Governments(s) for input into DGRs including address	<p>Department of Planning and Infrastructure consults with the Local Government(s) for input into DGRs at this stage. The Local Government will consider various aspects regarding the impact of the proposed development on their community.</p> <p>The Local Government should include in its consideration addressing issues and prepare a submission recommending what the development proposal needs to do to comply with the NSW Address Policy and any Local Government policies which are in force. This task should include the Local Government working with the Department of Planning and Infrastructure to reserve any road names with the NSW Addressing Committee, where the information provided to Local Government has been assessed as conforming to the policies and principles outlined in AUM Chapters 2 and 6.</p>
AP6.6 - AP6.8	<p>Department of Planning and Infrastructure issue DGRs for public exhibition for up to 30 days.</p> <p>The public is able to consider the DGR and prepare submissions.</p> <p>Department of Planning and Infrastructure considers all the submissions before finalising the DGR and issuing it back to the developer.</p>
AP6.9 - AP6.12	<p>An Environmental Impact Statement is developed at this task, and lodged with the Local Government under Part 4 of the Environmental Protection and Assessment Act.</p> <p>Following this the SSI and SSD construction phases commence.</p> <p>During the SSD phase there is opportunity for the address information to be submitted to the NSW Addressing Committee and details entered into the NSW Address Database. Refer to AP5.3 - Development Application Process for details.</p>
AP6.13 Survey Lodgment and Road Name Gazettal	<p>Following on from the Construction Phase are optional stages taken from the normal land development process that sees the preparation of Deposited Plans to initiate the creation of land titles and the gazettal of road names.</p> <p>The tasks required to have addresses completed and included in the NSW Address Database are referred to in AP5 - Addressing - Development and Subdivision and should be followed here, in particular:</p> <ul style="list-style-type: none"> AP5.3 Development Application Process AP5.7 Surveyors Validate e-Plan and Lodge DP/SP AP5.8 DP Examination and Address Approval AP5.9 Issue of Gazettal Notice

Process AP7: Addressing - Public Housing [State Government Agencies]

Overview	<p>If Public Housing Superlots include named roads within the development then they shall be treated in the same manner as any other addressing. The road names shall be processed with the owner (NSW Land and Housing Corporation) via Local Government and dwellings/units etc numbered according to the requirements of the NSW Address Policy.</p> <p>As a corporate entity of Housing NSW, the Land and Housing Corporation (LAHC) are exempt under the <i>Housing Act and Environmental Planning and Assessment Act</i> from conforming to regular planning and subdivision processes. LAHC exemptions were created similar to many government infrastructure initiatives to ensure government policy can be enacted for the benefit of the whole community.</p> <p>The main outcome of an early consultation process between Local Government and LAHC is the decision on whether a Development Application (DA) process should be used or alternatively to determine whether LAHC is to utilise its exemptions under the Housing Act and the Environment and Planning Act and proceed without a DA to expedite the development.</p> <p>The workflow described below covers the developments that do not go through the DA process.</p>
Procedures Sections that Govern this Process	<p>Procedures 7.1 - Consultation</p> <p>Procedures 7.2 - Notifications</p> <p>Procedures 7.3 - Reservations and Pre-Approvals</p> <p>Procedures 7.4 - Signage</p>
Responsibility	<p>Land and Housing Corporation</p> <p>Local Government</p> <p>GNB</p> <p>LPI</p>



<p>AP7.1</p> <p>Propose development</p>	<p>LAHC has a similar role to a commercial developer when developing a super lot for affordable and/or social housing.</p> <p>After locating a new site or identifying an existing site for redevelopment, LAHC will undertake a needs analysis and site analysis before deciding on their options see <i>Draft Urban Design Guidelines for Low Rise Affordable Rental Housing, Planning NSW, December 2010</i>.</p> <p>They will consult widely with the community, Local Government, developers, community housing providers and other Non Government Organisations. They will seek funding from various sources including government schemes, public private partnerships, shared equity and commercial financiers.</p> <p>Once the basic concept has been formed, LAHC will document it as a project brief and select a developer, planner or builder company to flesh out the proposal.</p>
<p>AP7.2</p> <p>Scope and prepare concept</p>	<p>LAHC's lead contractor/consultant will interpret the project brief and any published policies or guidelines (such as <i>Draft Urban Design Guidelines for Low Rise Affordable Rental Housing</i>) to produce a formal Concept Plan</p> <p>The concept will quantify and qualify the extent of the development and enable an initial assessment of its impacts. The Planning Consultant will do sufficient research to determine the government limitations and restrictions that apply to the site and the proposed improvements.</p> <p>The planning consultant needs to consider wayfinding as one of the design considerations for road layout, signage and addressing. They should particularly consider the principles contained in AUM Chapter 6 when conceptualising potential road names for the area to be developed.</p> <p>The planning consultant might also wish to confirm with the Local Government whether a pre-defined set of reserved road names exists for the area in which the development is occurring. Refer to Procedure 7.3.2 - Reservation of Road Names for details.</p> <p>LAHC will determine the road names prior to submitting to the Local Government for consideration and potential endorsement before supplying them to the GNB for reservation or pre-approval - refer Procedure 7.3.3 - Pre-Approval for details.</p>
<p>AP7.3</p> <p>Check and Reserve Road Names</p>	<p>Once a name, or group of names, has been shortlisted for a concept plan, they need to be checked for conformance against the principles contained in AUM Chapter 6.</p> <p>If in the process of for checking for duplication and conformance with the policy and principles of the AUM, a name is found to not conform then alternative options need to be considered by the planning consultant and/or LAHC.</p> <p>Should the results delivered by the checking process be ambiguous, the Local Government can assist the developer and/or LAHC in defining a suitable plan for addressing. Where required, Local Government can refer the concept plans to the GNB Secretariat for consideration of a 'Suitability Assessment'. Refer to Procedure 7.3.4 - Suitability Assessment for details regarding these assessments.</p> <p>If the name conforms with all requirements LAHC can proceed to request that the Local Government reserve the names for future use (described as per Procedure 7.3.2 - Reservation of Road Names), but this is not mandatory.</p>

AP7.4 Early consultation pre-development	<p>A modification to the DA process is the use of a Joint Regional Planning Panel (JRPP). Regional Panels have been established to provide independent, merit-based decision-making on regionally significant development proposals. They consist of members appointed by State and Local Government. Developments are publicly notified and assessed by Local Government planning officers but their reports are referred to the Panel for determination.</p> <p>If the DA or JRPP path is chosen, Process AP5 - Addressing Development and Subdivision should be utilised.</p> <p>If the DA exemption path is selected - by this stage the concept plans that are used should show the road names (and perhaps, but not mandatorily, their type) that have been checked (and potentially reserved by Local Government via GNB) for that development.</p>
AP7.5 Design Project (site and buildings)	<p>The Design Project phase involves many different professional and technical consultants and is much more involved than land subdivisions where a Planning Consultant and a civil engineer would do most of the work in this phase.</p> <p>After receiving direction from the Local Government consultation in Task 7.4 - Early Consultation, LAHC will continue the process of documenting the development. LAHC should at this stage commence liaising with Local Government regarding address numbering.</p> <p>LAHC will issue contracts as required to complete the Project Design and compile the documentation including project, building and site plans and specifications.</p> <p>The major outcome of the design process is the project plans and specification that are used as the basis for issuing contracts for the next construction project phase.</p>
AP7.6 Liaise on naming roads and seek pre-approval	<p>As the authority for naming all roads for addressing purposes the project plans and specifications should be provided to the Local Government department(s) responsible for road naming and addressing so that they may assess the proposal.</p> <p>Assessment of the proposal should consider how the numbering (if available), naming and locality boundaries conform to the principles outlined in AUM Chapter 6 and whether any procedural information needs to be considered i.e. consultation.</p> <p>At this stage Local Government should if necessary discuss any concerns with LAHC regarding road layout, signage and addressing.</p>
AP7.7 Local Government Submits Proposal to NSW Addressing Committee	<p>The proposal can now be formally submitted to the NSW Addressing Committee for their consideration and potential pre-approval - refer to Procedure 7.3.3 Pre-Approval for details.</p>
AP7.8 - AP7.9 Project Construction Phase	<p>During this phase the project construction works will be completed and the project will near finalisation.</p>

AP7.10 Liaise on street address and approval	<p>As the development design nears finalisation the LAHC and Local Government should liaise to discuss final road extent and design and allocation of address numbers.</p> <p>If the surveyor has assigned the street address numbers in accordance with the NSW Address Policy, the Local Government task should be simply one of validation with LAHC.</p> <p>At this stage the LAHC must ensure that on the development's Site Plan/s:</p> <ul style="list-style-type: none"> • Final road extents are determined - refer to AUM Chapter 6 - Addressing Principle 6.7.7 - Road Extents. • Final road name and road types are allocated to plans (ensuring conformance with principles contained in AUM Chapter 6. • Final address numbers are assigned (ensuring conformance with principles contained in AUM Chapter 6 - Sections 6.1 to 6.6. • Addresses are appropriately identified and allocated in accordance with the policy outlined in AUM Chapter 2.
AP7.11 Local Government Updates Address System and Lodges Field Plan	<p>Once LAHC and the Local Government are able to endorse the Site or Field Plans (FP), Local Government must ensure that the details are updated in the NSW Address Database.</p> <p>The Site Plan's should be endorsed, signed and dated as valid by Local Government Officer responsible for addressing and the plan forwarded to the NSW Addressing Committee.</p>
AP7.12 LPI Registers Field Plan showing Address	<p>The Site Plan is lodged at LPI for registration as a Field Plan and receives a FP prefixed sequential plan number and is subsequently scanned and catalogued in LPI's system.</p>
AP7.13 Validate site addressing	<p>The NSW Addressing Committee will check if the addresses are suitable and will issue an assessment notice where relevant.</p>
AP7.14 Local Government endorses address and notification to authorities and stakeholders	<p>The Local Government will be requested by the NSW Addressing Committee to confirm the address details. Where relevant, procedures contained in Chapter 7 - Section 7.1 - Consultation will apply.</p>
AP7.15 Approval and Gazettal action	<p>Once road names have been approved by the GNB procedures outlined in Chapter 7 - Section 7.2 - Notifications will be followed to issue gazette notices and inform authorities.</p>

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